



Grant Writer job description

2024 Job Description

Scope and Position Responsibilities:

In support of the Development Department, the Grant Writer will be responsible for researching, drafting, and submitting proposals to secure funding from foundations, corporations, and government entities. This role is crucial in helping our organization meet its financial goals and support our programs and initiatives. The ideal candidate will have a strong understanding of grant writing, excellent research skills, and a passion for our faith-based mission. The Grant Writer will manage the subsequent implementation and compliance of awarded grants. The ideal candidate will have exceptional research, writing, and organizational skills, as well as the ability to manage multiple projects and deadlines.

Department: Development

Supervisor Title: VP of Development

Direct Reports: None

Indirect Reports: None

Specific Responsibilities:

- Collaborate with the VP of Development to research and identify new corporate, foundation, and private funding prospects that align with CrossPurpose priorities.
- Independently or with a third-party contractor, generate high-quality proposals, narratives, applications, and supporting documents in response to solicitations.
- Prepare and compile all components of each grant submission, ensuring proposals are formatted, packaged, and submitted according to granting agency requirements.
- Work with all departments and partners to collect and synthesize data for grant proposals.
- Coordinate and follow up on the progress of submitted proposals.
- Develop and maintain a master file of pending grants and contracts.
- Stay current on statistics and information relevant to grant proposals.
- Manage grant awards, including tracking deadlines, reporting requirements, deliverables, and document retention.
- Coordinate with various departments to ensure the successful execution of grant-funded programs.

- Track all grants and progress report deadlines and activities in Salesforce and Asana.
- Provide general support to the development department during peak periods.
- Perform other duties as needed.

Qualifications:

- 3 to 5 years of experience as a successful grant writer in a social service organization or other complex nonprofit.
- Ability to write for various audiences, including foundations, donors, and broader general constituencies.
- Strong organizational, financial management, and project management skills.
- Experience in grant budget development and management.
- Experience with prospecting, reporting, and cultivating foundation funders.
- Experience using CRM and project management databases (preferably Salesforce and Asana) to track funder communications.
- Proficiency in Google Suite.
- Highly organized with the ability to implement systems and follow-up processes.
- Ability to work evenings and weekends as required.
- Ability to work independently and collaboratively in a dynamic, team-oriented environment.

Hours, Compensation and Benefits:

Hours: 40+ hours/week: generally Monday - Friday 8:00am - 5:00pm, but evening and weekend meetings will be frequent

Salary/Wage: \$59,000 - 70,800 (Support Specialist II)

Annually Performance Bonus: Up to 5% of salary

Vacation: 15 days per year, plus the office is closed Christmas Day - New Years Day and staff have limited duties

Sick Days: 6 days per year Insurance

Benefits: Health, dental, vision, workers compensation, unemployment, short term disability, long-term disability

These and other benefits are discussed in more detail in our Employee Handbook.