Grant Writer PT

Job Description

Summary

The grant writer is primarily responsible for facilitating the research and review, as well as developing and writing grant proposals to foundations and other grant making organizations. The appropriate candidate will be able to persuasively communicate Rainbows for All Children mission. The position reports to the Vice President of Advancement and Development. The grant writer will assemble and submit grant requests, maintain a calendar of submissions/deadlines/follow-up and begin to establish a personal contact and relationship with the foundation contacts. Pre and post appointments will be arranged so senior development staff can follow-up to solidify the relationship.

Responsibilities include

- Perform research on foundations and corporations to evaluate future prospects for potential grants
- Responsible for assembling and submitting grant requests including letters, proposals, budgets and presentations
- Comply with all grant reporting as required by the foundation or corporation
- Maintain pipeline report for potential new prospects and track all submission and follow-up dates
- Arrange appointments for VP Development with foundation officers and other prospects for on-site tours/visits
- Maintain all tracking reports and paper files
- Performs other duties as assigned

Knowledge and Skills

- Strong writing and research skills
- Good written and verbal communication
- Strong computer skills
- Ability to work independently and manage time
- Detail oriented

Qualifications

- Minimum of two years grant writing experience
- Good understanding of budgets and how they relate to proposals
- Experience working with deadlines

Please submit your confidential cover letter and resume to: joe.zaccari@rainbows.org

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