
JOB DEFINITION

POSITION:	Foundations Grant Writer
REPORTS TO:	Vice President of Development
STATUS:	Full Time Exempt

OVERVIEW

The Foundations Grant Writer is responsible for maintaining and expanding the organization's funding from private sector grant-making organizations. The Foundations Grant Writer writes, prepares and submits grant proposals and reports prior to deadline; conducts prospect research and analysis to locate viable private and corporate grant funding opportunities; develops relationships with funders; and ensures agency compliance with grant requirements as needed.

The Foundations Grant Writer is a hybrid work position, primarily working remotely, with shared office space on the Coalition campus reserved for Development Department use. The Coalition will provide equipment and supplies for remote office use.

PRIMARY DUTIES and RESPONSIBILITIES

- Maintain and implement an annual written grants calendar that manages proposal and report deadlines and tracks results of grants awarded and denied
- Write and submit grant proposals for funding from private and corporate foundations
- Monitor program or agency compliance with grant requirements as needed
- Report to funders on use of grant funds according to funder requirements
- Develop and nurture relationships with funder contacts
- Develop and nurture relationships with agency contacts across departments
- Research new potential sources of grant funding using tools such as GrantStation, GuideStar and Foundation Directory Online.
- Identify and pursue appropriate new sources of grant funding
- Review all materials and write updates for the Coalition's Central Florida Foundation profile
- Interview Coalition clients, both individuals and families, to write their personal stories for grant proposals, reports and agency publications
- Navigate numerous online funder grant portals in order to complete and submit proposals and reports
- Maintain complete, accurate and well-organized paper and electronic files
- All other duties as assigned/needed

KEY ATTRIBUTES

- Superior writing and editing skills with exceptional attention to detail
- Ability to schedule and manage numerous proposal and report submissions monthly while ensuring continuous year-to-year deadlines management
- Ability to research, identify and recommend funding opportunities for specific purposes and programs
- Ability to interact positively and professionally with homeless clients and their families to conduct interviews to gather information needed to write client stories
- Ability to effectively work under pressure to meet deadlines
- Highly organized, with independent prioritizing skills
- High degree of discretion and ability to maintain confidentiality

KEY PERFORMANCE INDICATORS

- Maintaining or increasing revenue from year-to-year private sector grant funders
- Submitting proposals to new prospective private sector grant funders
- Increasing total number of private sector grant funders
- Increasing total amount of private sector grant revenue

POSITION REQUIREMENTS

- At least two years' experience as a grant writer or similar writing profession; and/or development professional experienced in writing marketing materials
- Bachelor's degree or equivalent work experience. Degrees that align with skills associated with writing and/or human services fields of discipline preferred
- Experience working in the non-profit sector is a plus
- Proficiency in Microsoft Office -- Outlook, Teams, Word and Excel -- and online conferencing tools including Skype, Webex and Zoom; high degree of comfort using online grant portals

The job description above is intended to describe the general nature and level of work being performed by the employee occupying this position and in no way states or implies that these are the only duties, responsibilities and skills required of this position. Employee will be required to follow any other job-related instructions and/or duties requested by their supervisor.

Employee's Name (printed): _____

Employee's Signature: _____

Date: _____