

WOMEN HELPING WOMEN: JOB DESCRIPTION

POSITION TITLE: Grant Writer

FUNCTION: Under the direct supervision of the Development Director, the Grant Writer manages, plans and organizes the diversified grant procurement and sustainability process ensuring that the Agency drives government, community and private foundation support. Grant writer is responsible for conducting the full range of activities required to prepare and submit timely, accurate, compelling, polished proposals to foundation, corporate, and government sources. This includes prospect research; maintaining the calendar of grant applications; project management for grant applications; writing, preparing, and submitting Letters of Interest (LOIs) and grant applications; calendaring, tracking, and communicating closely with Grant Outcome and Compliance manager to submitting grant reporting on grant deliverables; and working closely with directors to track program department funding needs aligned with strategy.

QUALIFICATIONS: 3 years of demonstrated experience in effective grant writing with proven track record of securing funding. Emphasis will be placed on evidence of successful government grants experience in addition to private and corporate funders.

Computer literacy (MS Office, donor databases like Neon, email, etc.) required. Ability to handle confidential information discretely, and excellent interpersonal skills to work effectively with leadership, donors, volunteers and people of all levels in other organizations required.

RESPONSIBILITIES & EXPECTATIONS:

- Research, plan, write compelling grant proposals and funding requests (with an emphasis on government grants, and including community/private foundation, and corporate funders)
- Write and assemble most or all sections of each grant proposal, with pro-active and well-paced key input from program directors and other staff;
- Coordinate with relevant staff in order to solicit timely and appropriate input/review of grant proposals prior to submission deadlines;
- Partner with Finance to prepare financial or budget plans and allocation in grant applications that drive Agency's Strategic Plan
- Conduct targeted research to identify new institutional funders and grow secured funding sources
- Review and imbed trend analysis and evidenced-based research information into grant applications to support case statements for WHW programming
- Maintain grant milestones including, all phases of the grant submission in donor system.
- Attend bidder conferences and grant application training sessions hosted by funders, as necessary.

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ACCOUNTABILITY: Development Director
HOURS: Full Time
PAY BASIS: Exempt, \$60-65k
BENEFITS: As stated in the current Human Resources Policy Handbook

Women Helping Women believes in equity and inclusion and welcomes diversity of experience and expression at the agency in recruitment, hiring, training, compensation and promotion of diverse talent at the Agency. In other words, WHW is an equality and equity opportunity employer.

Rev 3/23