



Title: Grant Writer – Contracted position
Contract Supervisor: Director of Charitable Giving
Status: Contractor – 1099 Compensation
Time Commitment: Hours will vary depending on the project but could average about 60 hours a month

The Grant Writer will be responsible for leading all aspects of the grants process, from prospecting to project management and writing to compliance. They should have a clear understanding of grant restrictions and necessary requirements to acquire and successfully execute grant contracts.

Responsibilities:

- Research and pursue any new grant opportunities available to expand and diversify the donor pipeline
- Draft proposals that adhere to grant request details and ensure they are submitted in a timely manner
- Work with Director of Charitable Giving to create budgets appropriate to program-specific grant requests
- Work with internal partners on all aspects of the solicitation and management of competitive government grants, in order to ensure our compliance and meet program goals
- Create reports and pull data as needed for grant reporting
- Ensure all grant opportunities and tasks are current and well-detailed in our data management system and organizations' electronic files
- Follow through with deliverables required by grants and work with all internal partners to ensure proper execution
- Attend occasional in-person meetings at Habitat locations.

Skills and Experience Required:

- Bachelor's degree;
- 3-5+ years of grant writing/grant management experience with a track record of success;
- Exceptional persuasive writing skills, including the ability to synthesize a wide range of material accurately and quickly, as well as strong editing skills;
- Ability to work under pressure and on deadline;
- Ability to work with budgets and other financial documents;
- Experience working with government RFPs preferred;

- Excellent research and analytical skills;
- Experience with Bloomerang and project management tools, a plus;
- Proficiency in MS Word/Excel/Outlook; familiarity and/or ability to quickly learn other software.

Signed: _____

Signed: _____

Date: _____

Date: _____