



GRANT WRITER

- A. Classification: Exempt
B. Reports to: VP, Fundraising & Development
C. Resource Development

The Grant Writer implements assigned portions of the Development Department's annual work plan, assuming a leadership role focused on grant writing, reporting, and foundation/corporate relations.

MAJOR RESPONSIBILITIES AND KEY TASKS

- **Grant Writing and Reporting**
 1. Researches and identifies new or lapsed potential grantors, with a goal of expanding the number of applications written and the total dollar amount requested.
 2. Collaborates with program staff, accounting department and senior management to draft grant proposals for new and continued funding from foundations, corporations, and public institutions.
 3. Works cross-functionally with program departments, funders, administrative departments, and external resources to synthesize knowledge from subject matter experts to create compelling grant proposals
 4. Stewards grant proposals to insure guideline compliance with staff and administration and prepares grant follow up reports to funders for all grants as required.
 5. Maintains high standard of professional development and participates in industry meetings and events
 6. Submits proposals on time and assists in maintaining follow-up communication as needed.
 7. Maintains correspondence and records in electronic and written formats for private foundation and corporate grants.
 8. Stays current with industry trends and funding guidelines of Chicago-area foundations
 9. Maintains departmental submission calendar with proposal and report deadlines.
 10. Represents the agency through donor contacts and effective and appropriate public relations when applicable.
- **Publications**
 11. Assists in the development of themes, drafts text, and oversees design to produce and distribute agency publications (newsletters, brochures, annual reports, appeals, etc.) and other marketing and public relations materials.
 12. Coordinates graphic design consultants and printers to create and produce publications.
 13. Maintains internet and e-communications through regular website updates, email correspondence, and social networking presence. Assist the Vice President, Fundraising and Development in development activities such as direct mail, special events, and donor recognition

REQUIRED EDUCATION AND EXPERIENCE

B.A. degree and two years of grant writing experience. Must have demonstrated oral and written communication skills and an ability to communicate effectively with and relate to diverse internal and external constituents. Ideal candidate will have a working knowledge of the Chicago-area foundation, corporate and public funding community.

PROFESSIONAL EXPERIENCE

- Must have excellent command of the English language and grammar, both written and verbal, and communicate in a professional manner.
- Ability to receive and analyze data and input into the computer.