



POSITION DESCRIPTION

POSITION: Grant Writer

STATUS: ☒ Full Time ☐ Part Time ☐ Exempt ☒ Non-Exempt

Join our dynamic and dedicated team to help provide a safe, compassionate, healing environment for children who have been a victim or witnessed a crime. Our Grant Writer helps uphold our values of Collaboration, Excellence, and Impact by identifying and soliciting appropriate grant funds to ensure the Children's Advocacy Center can execute its strategic plan and continue providing critical services for children and families impacted by crime throughout Southern Arizona.

FUNCTION: Reporting to the Executive Director, The Grant Writer is responsible for acquiring appropriate government and private grant funds from sources aligned with the mission, vision, and strategic plan of the Children's Advocacy Center of Southern Arizona. The Grant Writer must be productive and organized, and willing to take the initiative to get things done. This position also requires strong communication skills, as the Grant Writer will work remotely to ensure funding for critical services for children and families can continue without interruption.

PRIMARY DUTIES AND RESPONSIBILITIES:

Grant Prospecting and Planning

- Collaborate with organizational leadership to identify and clarify opportunities and needs
- Identify and monitor relevant government and private sources for open opportunities
- Carefully study requests for proposal (RFPs) and attend information sessions
- Discuss projects and strategies with key providers and project leadership
- Maintain quality results by using templates and previously funded applications
- Improve results by updating processes, approach, coordination, and boilerplate
- Update job knowledge by participating in educational opportunities
- Remain vigilant for new and different opportunities to add value.

Submitting Proposals

- Obtain approvals by reviewing proposal with key providers and project leadership
- Develop proposal by assembling information including project nature, objectives/outcomes/deliverables, implementation, methods, timetable, staffing, budget, standards of performance, and evaluation
- Support staff in shaping program implementation plans and performance measures
- Include specific, relevant, and compelling data in all grant requests
- Ensure full compliance with all requirements, including format and attachments

- When writing collaboratively, coordinate with contributors and provide status updates
- Follow proposal-writing standards including readability, consistency, and tone
- Meet proposal deadline by establishing priorities and target dates for information gathering, approval, writing, review, and submission.

Grant Reporting

- Upon receipt of funding, gather relevant team members to discuss performance and evaluation requirements
- Create templates for use by program staff and leaders to gather necessary data
- Assist with data collection and entry processes as needed
- Monitor and analyze data as required for grant reports
- Maintain a calendar of grant reporting due dates and provide reminders for staff
- Collaborate with program leaders for narratives and success stories
- Serve as the contact for grant reporting and ensure timely submission.

Other duties as assigned.

QUALIFICATIONS:

- Bachelor's degree in English, Journalism, Media, or related field
- Minimum of 1-year experience in grant writing, prospect research, and fundraising –OR–
- Minimum of 2 years comparable and transferable skills acquired in a professional setting

SPECIAL ABILITIES AND KNOWLEDGE:

- High-level organizational skills
- Ability to prioritize and meet or beat deadlines
- Ability to follow directions and anticipate needs, taking initiative when needed
- Excellent communication skills, both verbally and in writing
- Familiarity with a variety of grant submission portals and processes
- Ability to maintain the confidentiality of sensitive information
- Must be able to pass a fingerprint and criminal background check

Any offer of employment is contingent upon successful completion of new hire screenings, including background checks and professional reference checks.

Accepted by: _____ Date: _____

SACAC signature: _____ Date: _____