

Job Description

Job Title:	GRANTS WRITER – PART TIME
Salary Range:	\$18 per hour - 10 hours a week
Department:	Resource Development
Reports to:	Grants Manager

Position Summary:

The Grants Writer assists the Grants Manager with the identification of potential sources of grants, preparing proposals and grant reports for My Possibilities annual and capital campaigns.

Essential Functions/Percentage of Time Spent on Each:

- The Grants Writer is responsible for following the yearly grant plan for both annual and capital funds developed by the Grants Manager, including assistance in grant opportunity research, writing and timely submission of grant documentation and grant maintenance. 90%
- The Grants Writer assists supporting and maintaining relationships with corporations, foundations, and individuals. 5%
- Able to be a team player and assist with any tasks assigned in Resource Development including participating as an integral staff member at all RD events. 5%

Competencies (Knowledge, skills and abilities):

1. Experience writing grant proposals, developing fund-raising campaigns, overall development plans, and collateral campaign materials.
2. Able to communicate effectively both verbally and in writing.
3. The ability to develop and maintain relationships with corporations, foundations, and major donors/individuals who are current or potential donors to My Possibilities.
4. Experience working in a not-for-profit agency or organization, as well as former interaction with foundations which support them is desirable.

Minimum qualifications:

Education:

- Bachelor's Degree

Experience:

- 2+ years working in a non-profit agency with specific experience in grant writing and development activities.

Specific Skills:

- Excellent oral and written communication skills



- Able to manage multiple projects simultaneously
- Organized and detail oriented
- Able to set and meet deadlines

Specialized Knowledge, Licenses, etc.:

- Research tools such as GuideStar, Foundation Directory Online, and others, to develop profiles of potential funders to determine which ones have funding priorities aligned with the mission of MP, which ones are unlikely to support the population we serve.

Success factors:

Personal qualities of integrity and credibility, with a commitment to and a passion for My Possibilities' mission.

Supervisory responsibilities:

This is a non-supervisory position with no direct reports. Position requires regular interaction with the MP Grants Manager, Director of Community Engagement, and Finance Director, as well as members of MP program staff (subject matter experts) outside agencies, boards, foundations, and corporations.

Working conditions:

My Possibilities Resource Development Team works traditional work hours, but depending on the needs of the department or agency, work may occur during weekday evenings or weekends either in or outside the office. Position must feel comfortable working in a team and communicate effectively with peers, superiors and HIPsters, our *Hugely Important People*.