

FAMILY ELDERCARE

Grant Writer

Job Description



Job title: Grant Writer	Reports to: Grant and Development Manager
Program: Development	Work Location: Rutherford Location
Position Status-Full Time FLSA Classification-Exempt	Salary Range: \$54,752-\$69,803

SUMMARY

The Grant Writer will be responsible for identifying grant opportunities, developing grant proposals, and managing the grant application process from start to finish. This role requires strong writing skills, attention to detail, and the ability to effectively communicate our organization's mission and programs to potential funders.

Essential Duties and Responsibilities:

- **Grant Research and Identification:**
 - Conduct research to identify potential grant opportunities that align with the organization's mission and programs.
 - Monitor grant databases, government agencies, foundations, and other sources for new funding opportunities.
 - Evaluate eligibility criteria, deadlines, and requirements for each grant opportunity.
- **Proposal Development:**
 - Work closely with program managers, finance staff, and other stakeholders to develop grant proposals and budgets.
 - Write compelling grant narratives, ensuring alignment with funder priorities and guidelines.
 - Compile necessary documentation, attachments, and supporting materials for grant submissions.
 - Respond to requests for proposals (RFP).
- **Grant Management:**
 - Maintain a comprehensive grants calendar to track deadlines, reporting requirements, and deliverables.
 - Facilitate grant agreement negotiations and ensure compliance with grant terms and conditions.
 - Coordinate with program staff to collect data, monitor progress, and prepare grant reports as per funder requirements.
- **Relationship Management:**
 - Cultivate and maintain positive relationships with funding agencies, donors, and partners.
 - Serve as the primary point of contact for grant-related inquiries and communications.
 - Collaborate with development and communications teams to acknowledge funders and promote grant-funded initiatives.

- **Compliance and Monitoring:**

- Stay updated on regulations, policies, and best practices related to grant management and compliance.
- Conduct regular reviews of grant expenditures and activities to ensure alignment with budgetary and programmatic goals.
- Address any compliance issues or discrepancies in a timely and efficient manner.

Competencies:

- Strong written and verbal communication skills, with the ability to articulate complex ideas clearly and persuasively.
- Excellent organizational skills and attention to detail, with the ability to manage multiple deadlines and priorities effectively.
- Proficiency in using Microsoft Office Suite, grant management software, and online research tools.
- Knowledge of grant funding sources, proposal writing techniques, and budget development.
- Ability to work independently and collaboratively in a fast-paced environment, demonstrating flexibility and adaptability.

Education and/or Work Experience Requirements:

- Bachelor's degree in English, Communications, Nonprofit Management, or related field.
- Proven experience in grant writing, with a track record of successful grant applications and securing grant funding.
- Excellent research and analytical skills, with the ability to gather and synthesize information from diverse sources.
- 3-5 years of experience in grant writing.

Working Conditions/Physical Requirements:

- Work duties occur both in an office and remote.
- A significant amount of time is spent on the computer and sitting.