

Grants Writer



Essential Duties & Responsibilities

1. Maintain robust knowledge of the agency's programs, goals, and financial needs.
2. Write and edit proposals: craft clear, compelling and well-organized grant proposals, letters of inquiry, and supporting documents. This requires tailoring the narrative to each funder's specific priorities and guidelines.
3. Manage deadlines and submissions: maintain a comprehensive grants calendar to track application and reporting deadlines, ensuring all materials are submitted on time and comply with funder requirements.
4. Maintain relationships: build and foster positive relationships with grant providers and other stakeholders.
5. Oversee and conduct research of best practices and promising practices in domestic violence service provision and develop potential program service models.
6. Oversee and actively research and assess funding opportunities.
7. Ensure that reporting approaches and frameworks are consistent, in harmony and are responsive to the needs of the agency and to the needs of funders.
8. Perform the planning, writing and submission of grant proposals to local, state and federal funding sources. Ensure grant revisions are prepared and submitted as necessary.
9. In collaboration with the Finance Team, prepare or supervise the preparation of financial information needed for grant proposals and reports.
10. Oversee the maintenance of organized and complete grant files, including on-going records of potential grants, grants in progress, and pending grants, as well as completed grants and proposals which were not funded. Ensure a monthly report with this information is prepared.
11. Plan and participate in internal and external program audits and funder site visits.
12. Oversee or prepare special funding requests for donors and courtesy reports for donors, in collaboration with the Development Director and Director of Strategic Partnerships. Prepares courtesy reports for funders.
13. Lead and participate in special projects and tasks as assigned by the Grants Manager.