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| **Job Description**  *Grant Writer* | Logo_notagline |

JOB TITLE: Grant Writing Officer

DEPARTMENT: Development

REPORTS TO: Executive Director

STATUS: Full-Time, Regular

FLSA: Non-Exempt

WORK HOURS: Monday to Friday

**PURPOSE**

Under the supervision of the Executive Director, this position will help Atlantic Street Center to advance its mission through generating persuasive grant proposals. The Grant Writer is responsible for conducting prospect research to identify private, corporate, and government grant opportunities. This position oversees, develops, implements, manages, and procures external funding sources to support and expand the agency’s programs.

**ESSENTIAL DUTIES**

1. Using research tools, perform prospect research to identify foundations, corporations and public grant opportunities to expand organization's programs and goals;
2. Responsible for preparing, writing and submission of well-researched, persuasive, well- written grant proposals that comply with grant guidelines;
3. Serve as the lead person for working with Program Managers to develop and complete high quality grant applications;
4. Develop grant budgets and justifications, as well as other financial report documents in collaboration with program and fiscal staff;
5. Coordinate with Finance Department to account for all grant funds;
6. Maintain and implement grants calendar activities to ensure timely submission of letters of inquiry, proposal deadlines, reports and cultivation activities;
7. Work with Program Managers to ensure compliance with all grant reporting as required by funders; ensure overall accuracy and quality of all grant proposal documents;
8. Monitor and maintain government grant and contract documents;
9. Serve as a central source of information for statistical data to ensure consistency of agency’s information; Compile, maintain and update data and statistics to help with case/needs statements;
10. In collaboration with Finance Department and Program Managers, prepare interim and final grants’ reports to funding sources to ensure timely and accurate reporting;
11. Assist Program Managers with grants’ reporting;
12. Maintain files and records of all grants submitted; Track and provide monthly report regarding grants submitted and awarded;
13. Develop an annual grants strategy;
14. Research and maintain up-to-date information on "best practices" for innovative programming to be incorporated into funding applications;
15. Responsible for conducting literature reviews and background research;
16. Attend staff meetings and training;
17. Other duties as assigned by Executive Director.

**QUALIFICATIONS**

* Bachelor’s degree required with an emphasis in marketing, fund development, English, education, or a closely related field.
* At least three years of successful grant writing experience, and proven ability to secure funding required.
* Outstanding writing, analytical and research skills, including ability to adapt writing style as appropriate, required.
* Communicate clearly and effectively both orally and in writing.
* Demonstrated ability to multi-task and meet deadlines.
* Attention to detail and high degree of organization.
* Ability to synthesize diverse and complex information and communicate in a compelling and succinct form.
* Proficient using Microsoft Office – including Word, Excel and Access.
* Competency in communicating with funders and sharing ideas with management.
* Ability to work in a multiethnic environment; sensitivity to and respect for diverse cultures.
* Demonstrated ability to accomplish goals through strategic thinking, eliminating roadblocks and creating focus.
* Demonstrated ability to work effectively as part of a team, as well as independently.
* Self-starter with excellent organizational skills and an ability to work in a team environment.

**BENEFITS**

* 16 days of vacation accrued per year, however vacation time is only available after 6 months of consecutive employment.
* 12 sick days accrued per year.
* Employee Medical, Prescription, Vision and Dental coverage.
* 10 paid holidays per year.
* Paid benefits such as life, short- and long-term disability insurance and the pension plan, after one year of successful employment.

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***How to apply***

Qualified individuals should submit a resume with **cover letter**, a writing sample, salary requirement and four professional references. Please indicate in your email or fax subject line **“Grant Writing Officer”.** Note that only qualified shortlisted candidates will be contacted.

Submit materials by email or fax to:

ATTN: Human Resources

Atlantic Street Center

Fax: (206) 329-2171

**jobs@atlanticstreet.org**