

Grant Writer / Researcher

OVERVIEW

The Lift Career Resource Center's (LCRC) Grant Writer will report directly to the Executive Director and work with the Grant Writer/Researcher. The Grant Writer/ Researcher duties include finding sources of funding from private foundations, community foundations, government and corporate foundations, federal, state and sponsorship funding. Development of a working funding prospect and sponsorship database identifying the who, what, when, where, why and how. Knowledge and excellent understanding of grant research websites. Utilize Donor Management Software. Special Assignments.

Duties/responsibilities:

- Research and identify new funding opportunities for LCRC.
- Maintain an organized filing system
- Write letters of inquiry, proposals applications, reports, contracts, MOU's, letters of support, agreements for government agencies, private and corporate foundations, to secure funding for LCRC.
- Grant editing.
- Grant Budget
- Attend pre-proposal and grant related webinars/trainings regarding prospective grants as required.
- Keep up to date on grant / donor trends
- Provide assistance to the Senior Grant Writer and team in all matters related to fundraising for LCRC.

SKILLS/DESIRABLE QUALIFICATIONS

- 2-5 Years Grant writing and research experience
- Demonstrated ability to write for a specialized audience, specifically private, foundations, government and corporate donors
- Excellent written and verbal communication skills.
- Ability to do budgets for grants

Grant Writer / Research Job Description

- Ability to gather, interpret and present a variety of data
- Demonstrated problem solving skills.
- Must have excellent organizational/project management skills including the ability to plan.
- Proficiency in MS Word, Google Doc's, Excel, and Donor Management software.
- Works well independently and as a team.
- Ability to work well under pressure to meet deadlines in a high/volume grant environment.
- BA/BS degree in writing - intensive major English, Journalism, Communications or Marketing or Experience and specialized skills in grant writing can substitute for the educational desirable qualification. appropriate experience
- Working knowledge of donor software or willingness to learn.
- Must have excellent organizational/project management skills including the ability to plan, prioritize and coordinate multiple grants at one time.
- Special projects as assigned.
- Actively participate in meetings, search committees, task forces and other special projects.
- Board Presentations when requested
- Maintains a positive image when dealing with executive staff, donors, prospects, fundraisers while representing LCRC and its brand.

- Practices a high level of integrity and honesty in maintaining confidentiality.
- Ability to attend workshops/seminars for professional development

HOURS PER WEEK

Initial hours per week 2 to 4. Up to 10 Hours per week. Subject to change based on Grant Deadlines and or the needs of LCRC. (once grants have been researched and are in the early stages)

Weekly Meeting:

Works remotely with weekly meetings may be in person, zoom meeting conference call or skype.