



MEETING OUR COMMUNITY'S NEEDS
NEIGHBOR TO NEIGHBOR

People's Resource Center Grant Writer – Job Posting

Position Overview

PRC is hiring a Grant Writer to manage the full range of activities to prepare, submit and track an annual average of 70 grant proposals and corresponding reports that result in approximately \$900,000 of annual revenue.

PRC offers a generous compensation and benefits package to our full time employees, including:

- Medical insurance – HMO, PPO
- Dental insurance – PPO
- Flexible Spending Account participation
- Short Term Disability
- Life Insurance
- SIMPLE IRA retirement plan
- Paid Time Off (PTO)
- 12 paid holidays

Position Essential Functions

1. Manage the grant application process primarily for foundations and corporations (35%)
 - Maintain overall grant application and stewardship schedule, including submission and reporting deadlines
 - Develop relationships with staff at grant making organizations
 - Maintain detailed and accurate records of all grant activity
 - Ensure applications and reports are accurate, impactful and submitted on time
 - Maintain accurate contact information for foundation prospects and supporters
2. Write grant applications and reports (45%)
 - Work with appropriate program and administrative staff to obtain necessary information for grant proposals and funder reports
 - Write, edit, assemble and submit letters of inquiry, grant applications, grant acknowledgements and reports for public and private grantors
3. Research potential new funding sources (10%)
4. Provide support for special events (10%)



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Position Requirements

Education: Bachelor's degree **required**

Experience:

- 2 years' experience **required** writing grants
- Experience working in a CRM **required** preferably with Raisers Edge

Skills:

- Exceptional writing, proofreading and editing skills
- Effective communicator - verbal and written
- Strong research and fact-finding skills
- Strong strategic and analytical skills
- Strong interpersonal and networking skills among diverse constituent groups
- Acute attention to detail - striving for 100% accuracy
- Task-oriented and highly organized

Knowledge and Ability:

- Ability to work independently and multi-task in a deadline-driven work environment
- Commitment to ethics in working with confidential and sensitive information
- Advanced knowledge of Microsoft Office and search engines
- Creative problem-solving ability
- Professional judgment to resolve moderately complex problems
- Able to work some evenings and weekends
- Have access to a vehicle since local traveling is required

Application Process

To apply, please send your resume, cover letter, writing samples and salary requirements to resumes@peoplesrc.org.

APPLICATIONS WILL BE ACCEPTED THROUGH MONDAY, March 19, 2018

No phone calls, no faxes please.

People's Resource Center is an Equal Opportunity Employer.

This job posting can also be found on our website www.peoplesrc.org - About PRC - Employment Opportunities