



Position Description

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| Job Title: | Development Associate/Grantwriter |
| Department: | Administration |
| Hours: | 20 hours per week (flexible schedule) |
| Location: | Primary work site: Greenfield Office |
| Reports to: | Director of Development & Planning |
| F.L.S.A. Status: | Exempt |

Position Summary: The Development Associate/Grantwriter assists the organization and its programs/departments to raise funds to support agency services/programs, primarily through grant writing; conducts necessary research for comprehensive grant proposals; prepares and completes grant applications in a timely manner; assists with preparation of agency materials (e.g., annual reports, brochures, press releases, etc.); and maintains all related documentation, files, and databases. Periodic long hours and occasional weekends are required due to the deadline-driven workload. Occasional travel to various sites within the agency's service area. (50 mile radius)

Essential Duties and Responsibilities: Other duties may be assigned by the Director of Development & Planning or Department Directors (with approval from the Director of Development and Planning).

- Work with Development and Planning staff and Department Directors/Program Coordinators to identify participant and program needs and identify funding sources to meet established needs; research, identify, track, and build positive relationships with private, state, and federal funding sources; track and analyze funding (and related) policy and legislation.
- Evaluate Requests for Proposal available from state, federal, local, and private sources; identify and meet all grant proposal requirements and submittal deadlines; develop narrative, budget material, and other required content for proposal submissions; write, edit and proofread proposals and submit high quality, persuasive, and professional documents in a timely manner; coordinate preparation, assembly, and delivery of proposal documentation.
- Maintain accurate and up-to-date records and files of current agency programs and projects; maintain system for tracking grant deadline requirements; track status of application submissions and conduct follow-up action as needed; organize and maintain grant application-related materials and funding source databases; monitor success of all program grant proposals and develop/track database for related information.
- Research, and maintain files of, demographic and research information relevant to agency's geographic service area and services.
- Assist with writing, editing, and compiling other agency documents including special event literature, press releases, and annual reports/appeals.

- Assist Program Coordinators and Department Directors with completing grant applications and related research, editing, compiling, etc.
- Support and actively participate in strategic planning and related processes for agency, including researching secondary data and composing and compiling planning documents.
- Perform other related duties as required.

Education and Experience: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Associate's degree with a minimum of 1-2 years related experience and/or training, or equivalent combination of education and experience.
- Solid grasp of English grammar, syntax, paragraph structure, and logical written development of ideas.
- Excellent writing skills with demonstrated skills in composing, editing, and proofreading professional documents.
- Knowledge of principles and procedures involved in writing grant proposals and processing grant applications.
- Ability to gather, organize, synthesize, and interpret significant amounts of information.
- Ability to conduct accurate mathematical computations and data analyses.
- Ability to work independently with minimal supervision, as well as part of a team.
- Exceptional time management skills with ability to multitask; ability to work well under pressure, prioritize workload, and meet tight deadlines.
- Capacity to rely on own experience and judgment to plan and accomplish goals.
- Ability to remain calm and efficient in performing activities involving many details and frequent changes.
- Excellent communication, interpersonal, and organizational skills.
- Ability to exercise confidentiality, good judgment, diplomacy, and tact; ability to deal with multiple constituencies with a high degree of professionalism.
- Demonstrated leadership skills with ability to build and maintain strong working relationships.
- Must be able to move ideas forward, from original concept to project completion.
- Strong analytical and problem-solving skills
- Proficiency in Microsoft Office applications, including Word and Excel, as well as Internet search and database management
- Demonstrated ability to work constructively with diverse populations.

Preferred Qualifications:

- Bachelor's degree in related field.
- Three-five years grantwriting experience, preferably within social service organizations.
- Knowledge of a wide range of funding sources.
- Experience creating and managing simple databases
- General commitment to social/human services with working knowledge of human service programs

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, talk, and/or hear. The employee is occasionally required to stand, walk, use hands to finger, handle, or feel and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include vision, color vision, and ability to adjust focus. Ability to drive personal vehicle as needed.

Work Environment: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet. The work environment is primarily an indoor office environment, with occasional exposure to outdoor weather when traveling locally.

License / Certification: Valid Driver's License