

Title: Development Associate – Grant Writer	Grade: 7	
Reports To: Director of Development & Communications	FLSA Status: Exempt	
Supervises: None	Date Written:	Date Revised:
	11/28/2019	

POSITION SUMMARY

Reporting to the Director of Development, the Grant Writer is a seasoned philanthropic and government grant writer to join its Development team. This role will be responsible for researching, writing and submitting grant proposals, ranging in size, scope and complexity, to a wide range of funding agencies including corporate, foundation and government. The Grant Writer will participate in budget development, prepare grand and stewardship reports and follow an integrated grants tracking process.

DUTIES AND RESPONSIBILITIES

- Research, collect data and write high-quality grant proposal narratives, applications and supporting documents.
- Coordinate accurate and timely collection of critical agency performance data.
- Work with department managers to compile financials and data.
- Manage the proposal submission process to ensure timely submission of all required materials.
- Develop and maintain a proposal calendar. Ensuring all deadlines are met with adequate time for interdepartmental collaboration and thorough review.
- Coordinate and follow-up on the progress of submitted proposals.
- Develop annual grant strategy.
- Conduct prospect research to identify, cultivate and solicit new grants.
- Provide comprehensive reports on potential grant funding opportunities.
- Maintain files containing information to support RFP data.
- Support the Agency social enterprise exploration and feasibility work.
- Participates as a member of Development Department in planning and execution of special events.

- Provide effective coordination of activities for prospective and current funding organizations, including site visits and prospect/cultivation/stewardship meetings.
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Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

MINIMUM REQUIREMENTS

Education/Experience:

- Bachelor Degree from an accredited college or university.
- Minimum of 3-4 years of related experience with demonstrated ability to write successful grant proposals.
- Proficiency in Microsoft Suite and database programs.

Skills/Knowledge:

- Excellent writing and communication skills.
- Accurate and detail oriented, possess strong organizational and time management skills and the ability to prioritize complex projects.
- Motivated self-starter with the ability to work independently with purpose.

Physical Demands:

- Must have the visual, hearing, and learning capabilities sufficient to perform the essential functions defined above.
- Occasionally lifting or moving objects weighting about 20 pounds.

Environment and Scheduling:

- Primarily general office hours, 9-5pm, with scheduled hours on weekdays and weekends to represent the agency and attend functions.
 - Office work environment and off-site meetings and events as scheduled.
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