

JOB DESCRIPTION

POSITION:	Grant Writer
DEPARTMENT:	Administration
LOCATION:	115-15 Farmers Blvd, St. Albans, NY 11412
REPORTS TO:	CEO
SALARY:	\$22.00 hourly
SCHEDULE:	10:00 am – 6:00 pm (Monday – Friday). This position is performance based and is also contingent on funding availability.
JOB SUMMARY:	Reporting to the Chief Executive Officer, the Grant Writer is primarily responsible for researching potential funding sources that align with the priority outcome areas and mission of the organization; develop and write grant proposals to foundations, government entities, corporations and other grant-making organizations; will persuasively communicate SMEL’s mission and programs to potential funders to successfully meet fundraising goals and objectives; collaborates with Operations and Accounting departments to ensure that grants being researched and sought after include accurate costing methodologies and budget allocations that are reasonable for the programs being proposed.

EDUCATION, EXPERIENCE AND REQUIREMENTS:

- Bachelor’s degree with a minimum of 3 years of related grant writing experience, non-profit fundraising or corporate relations experience.
- Excellent personal, written and oral communication skills; establish and maintain personal contact and relationships with foundation contacts and program officers.
- Project management abilities; deadline driven, excellent attention to detail and follow through; prioritizing multiple projects, manage supplemental material required for proposals.
- Strong computer literacy; seek and synthesize information on prospect research and communicate in a compelling and succinct narrative.
- Excellent writing with meticulous grammar and spelling; analytical and research skills required; provide writing support for major donor and individual contributions correspondence.
- Demonstrated experience managing volunteers, working with an executive board, planning fund-raising campaigns and promoting the organization through public relations work.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Research potential funding sources through a variety of sources and conduct prospect research to meet SMEL funding goals.
- Write, review, and edit proposals, develop case statements, letters of intent; assemble and submit grant requests, including letters, proposals, budget and presentations.
- Maintain calendar to ensure timely submissions of letters of inquiry, proposal deadlines and reports.
- Collaborate with Operations and Accounting departments to ensure that grants being researched and sought after include accurate costing methodologies and budget allocations that are reasonable for the programs being proposed.
- Provide writing support for major donor and individual contribution letters and acknowledgements.
- Provides grant interpretation guidance to senior staff. Assists in mentoring and training Compliance Analyst on grant contract provisions and fiscal policies, procedures and processes.
- Prepare briefing material for donor and prospective major donor visits for senior staff or board members.
- Serve as clearing house for all philanthropic grant requests.
- Monitor tracking reports of submitted proposals and donor activity both within and outside Development.

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HOW TO APPLY:

Please submit a cover letter, outlining how your skills & experience meet the specific components you are applying for, and your resume. Also provide us with three professional references that we can contact (at least one should be from a former supervisor) with the subject header “Grant Writer” to careers@smelny.org. No phone calls, please.