



Job Description Exempt Position

TITLE: GRANT WRITER/RFP COORDINATOR

HOURS: 35 HOURS PER WEEK

SUPERVISOR: DIRECTOR OF DEVELOPMENT

Job Summary:

The Grant Writer will identify and apply for various grants that meet the organization's needs, overseeing the grant application process from beginning to end. Research and respond to RFP's

Duties/Responsibilities:

1. Researches various types of grants available and the criteria to qualify for each.
2. Discusses available sources of funding with administrative managers.
3. Compiles necessary information for the application process through collaboration with other employees, database research, and other factfinding actions and meetings.
4. Drafts and completes grant applications according to application requirements.
5. Ensures grant is submitted on time and within application parameters.
6. Complete all documents, forms, or reports required by the grant.
7. Coordinates the monitoring and evaluation of programs and projects that are funded by grants in consultation with department heads and program managers.
8. Develops and maintains master files on grants and paperwork connected to programs funded by grants.
9. Respond to all RFPs on the Agencies behalf, including program and meal costing
10. Performs other related grant and RFP focused duties as assigned.

Required Skills/Abilities:

- Thorough understanding of local, state, and federal funding sources and the ability to locate potential sources for funding.
- Thorough understanding of grant funding policies and procedures and applicable local, state, and federal regulations.
- Excellent verbal and written communication skills.
- Thorough understanding of effective grant writing techniques.
- Proficient in Microsoft Office Suite or related software.
- Extremely organized and meticulous with details.



- Excellent project management skills and ability to prioritize work and resources.
- Ability to meet deadlines.
- Ability to interpret financial data and prepare budgets and financial grant reports.
- Ability to be discreet with personal information that may be needed for some grants such as employee salaries or upcoming projects.

Education and Experience:

Bachelor's degree in related field required.

At least three years of experience in grant writing experience highly preferred.

Physical Requirements:

Prolonged periods sitting at a desk and working on a computer.