

Community Council of South Central Texas, Inc.
Job Description

JOB TITLE: Grant Writer

FLSA STATUS: Non-Exempt

REPORTS TO: Executive Director

PAY GRADE:

JOB TYPE: Full-time; 40 hours per week

REVISED: March 20, 2018

JOB SUMMARY:

The Grant Writer is responsible for researching potential funding opportunities that align with that agency's mission to enhance program/service offerings and increase long-term sustainability. This position is responsible for developing, writing and submitting grant proposals to foundations, government entities, corporations and other grant-making organizations and collaborating with agency staff and leadership team to ensure that grants applied for strategically align with emerging program and agency needs.

ESSENTIAL JOB DUTIES AND FUNCTIONS:

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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Identifies new funding opportunities to match program priorities and agency needs.
- Researches potential funding opportunities that may be appropriate for the Agency using specialized grant research libraries, databases and the internet.
- Works closely with senior leadership to write, review and submit grant proposals and government RFPs; coordinates written responses and budget needs amongst team members and collects supporting documentation.
- Works in collaboration with senior leadership to strategically match prospective funding sources with existing and emerging program needs and ensure articulation of proposal requirements.
- Drafts cover letters, letters of inquiry and funding requests; submits to appropriate Program Director and Executive Director for feedback; incorporates edits/changes.
- Collects appendices, data, letters of support, memorandums of understanding and budget materials for inclusion in proposal packages.
- Acquires and maintains sound knowledge of the organization and its programs.
- Conducts research for new programs, program expansion, demographics, surveys, etc.; analyzes results, compiles statistics and produces reports.
- Maintains calendar to ensure timely submissions of agency proposals and grant applications.
- Maintains detailed records of research conducted, contacts made, grant proposals submitted and awarded, individual giving, etc.; produces accurate and timely reports as requested.
- Monitors the status of submitted grant applications and communicates status changes with senior leadership.
- Supports staff and senior leadership team with development of grant proposals as needed.

- Follows CCSCT Policies and Procedures and maintains confidentiality in all phases of agency operations.
- Familiarizes self with the agency's Strategic Plan and gains an overall understanding of how position contributes to the accomplishment of goals within that plan.
- Attends and participates in staff meetings and related activities; attends conferences, workshops, and trainings to increase professional knowledge; serves on committees as assigned.
- Performs other related duties as assigned or required.

SUPERVISORY RESPONSIBILITIES:

This position has no supervisory responsibilities.

JOB REQUIREMENTS:

Education and Experience Requirements

- Bachelor's degree from an accredited college or university in Business Administration, Communications, English or a related field and a minimum of one (1) to three (3) years grant writing experience or any equivalent combination of education, training and experience from which comparable knowledge, skills and abilities are acquired.
- Prior experience writing grants for a non-profit organization strongly preferred.
- Proven track record in securing program-related contracts and grants preferred.

Other Requirements

- Must successfully complete a pre-employment criminal background check, drug test and motor vehicle records check.
- Must be at least 21 years of age, have a valid Class 'C' Texas Driver's License with an acceptable driving record and have access to a reliable vehicle with current vehicle liability insurance; must be willing to travel within service area.
- Must be able to work Monday through Friday between the hours of 8:00am-5:00pm.

Knowledge, Skills and Abilities

- Knowledge of administrative, office and clerical procedures and systems such as word processing, creating spreadsheets, designing and developing forms and managing files and records.
- Working knowledge of computers and intermediate to advanced skills in Microsoft Office (Word, Excel, Outlook); able to operate office machines such as fax, scanner, printer, copier, and telephone.
- Effective communication skills with an ability to communicate clearly and concisely, both verbally and in writing, with persons from varied ethnic, socioeconomic, educational and cultural backgrounds.
- Must be proficient in research, interpreting and analyzing diverse data.
- Must be highly organized with the ability to implement systems and follow-up processes.
- Ability to read, comprehend and follow oral and written instructions.
- Ability to work independently, with minimal supervision, and plan, organize, and manage multiple priorities.
- Ability to meet deadlines and work effectively under pressure in a fast-paced work environment with constant interruptions.
- Ability to produce a quality of work product within tight constraints.
- Ability to work well in a team environment, collaborating with others to accomplish business objectives.
- Ability to use sound judgment and make timely decisions based on careful, objective review and analysis of available considerations and factors.

- Ability to maintain effective working relationships with agency staff, management, program participants, and others encountered in the course of work.
- Ability to deal with frequent change, delays or unexpected events and adapt to changes accordingly in the workplace.

TRAVEL:

Travel to and from various sites throughout the CCSCT service area takes place on an occasional basis. Occasional out-of-state and overnight travel may be required.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to sit, talk, hear, see, use hands to finger, handle or feel objects, tools or controls, and reach with hands and arms. The employee is occasionally required to stand, walk and rarely required to climb or balance, and to stoop, kneel, crouch or crawl. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. This position requires manual dexterity sufficient to operate standard office equipment and tools. The employee must occasionally lift and/or carry up to 30 lbs.

WORKING CONDITIONS:

Work is generally performed in an office environment in which there is minimal exposure to unpleasant and/or hazardous working conditions. The noise level in the work environment is usually moderate to quiet. Employee must be able to function in an environment with constant interruptions.

ACKNOWLEDGEMENT AND RECEIPT:

I have read and understand the above job description and acknowledge its receipt with my signature below. I feel that I am qualified and able to perform all duties and essential functions as outlined with or without reasonable accommodations. I understand that my job may not be limited to those listed as their exact nature may vary as program, project elements, and priorities change in the future. I understand that this job description may be updated as needed.

Signature of Employee

Date

I have explained, in detail, the duties and essential functions of the above position to this employee.

Signature of Immediate Supervisor

Date