



Grant Writer

JOB SUMMARY

Grant Writers are responsible for researching, identifying, developing and responding to public and private grant opportunities and preparing proposals and grant applications. Work is performed under broad direction of the Writing Manager with the majority of the work performed independently.

RESPONSIBILITIES

- Generating proposals and supporting documents.
- Services thorough timely submission of well-researched, well written and well-documented grant proposals.
- Identifies grant opportunities for Random Acts or its partners.
- Engages with program officers at partner organizations to investigate possible grants to meet partner needs.
- Special projects as needed
- Meets with Writing Manager and other grant writers monthly

REQUIRED QUALIFICATIONS AND SKILLS

- Able to synthesize complex or diverse information
- Well organized and deadline-oriented
- Writes clearly and informatively; able to vary writing style to meet the needs of the situation/grant
- Presents numerical data effectively
- Tactful, creative and enthusiastic, with the ability to positively motivate others
- Able to work independently and as part of a team
- Flexibility concerning work schedule to accommodate evening and weekend meetings and events
- Ability to make difficult decisions in the best interests of the organization

PREFERRED QUALIFICATIONS AND SKILLS

- Bachelor's Degree in English, Professional Writing or similar degree
- Experience in successfully writing grants