

JOB DESCRIPTION

Date: 8.19.2010

ywca Job Title: Grant Writer Classification: IV
Program/Department: Development Exempt: Nonexempt:
Immediate Supervisor's Job Title: Director of Development & Communications

POSITION SUMMARY AND PREFERRED QUALIFICATIONS

POSITION SUMMARY: Explain the purpose for the position and summarize the responsibilities.

The grant writer helps to secure funding from foundations, corporations and government agencies to supplement organizational and departmental budgets. Grants are written for specific projects, supplies/equipment and operational funds.

REQUIRED QUALIFICATIONS: Specify required minimum equivalency for education, experience, skills, information systems knowledge, etc.

Previous experience with technical/grant writing.
Bachelor's degree preferred OR two years' experience of grant/technical writing in lieu of degree.
Be detail oriented and have the ability to work independently with tight deadlines.
Ability to perform research and analyze information to formulate recommendations on grant opportunities.
Ability to define problems, collect data, establish facts, draw valid conclusions and recommend solutions.
Ability to interpret a variety of instructions.
Excellent verbal and written communication skills.
Ability to use good judgment in prioritizing work.
Ability to manage multiple projects with multiple timelines simultaneously.
Ability to write correspondence, reports and other documents using proper grammar, accurate spelling and punctuation, in English.

PREFERRED QUALIFICATIONS: Specify preferred specialized education, field and/or certifications.

Proficiency with Microsoft Word, Excel, and Outlook.
Demonstrated ability to work with sensitivity and tact and be sensitive to dynamics of difference in race, gender, disability, religion, sexual orientation, national origin and other types of cultural differences.
Familiarity with foundation, corporate and government grant application procedures.
Willingness to take initiative and be proactive in anticipating and addressing challenges.
Ability to work both independently and in a team setting.
Professional and positive demeanor.

DIVERSITY: We celebrate and respect our differences and recognize the dignity of each individual.	CORE VALUE EXPECTATIONS
	<ul style="list-style-type: none"> ▪ Respects and celebrates differences in backgrounds, lifestyles, viewpoints, and needs, with regard to race, ethnicity, gender, sexual orientation, religion, physical ability, and other differences ▪ Promotes cooperation and a welcoming environment for all ▪ Pursues knowledge of diversity and inclusion
	POSITION SPECIFIC RESPONSIBILITIES
	<p>Works respectfully with diverse individuals and groups. Participates in diversity-related workshops and events at the ywca and in the community. All ywca employees are required to have a minimum of 1% of their yearly hours worked toward social change efforts. Employees are responsible for tracking their social change activities. Serves as a public ambassador for the organization, generating an overall positive public image for and goodwill toward the organization.</p>

TEAMWORK: We cooperate to achieve our shared vision.	CORE VALUE EXPECTATIONS
	<ul style="list-style-type: none"> ▪ Modifies one's preferred way of doing things when a different approach is best for the team (without compromising one's own values or the organization's inclusion efforts); is adaptable and flexible ▪ Asks questions and offers input for positive results ▪ Adapts to changing priorities, situations, and demands
	POSITION SPECIFIC RESPONSIBILITIES
	<p>Works positively in a team setting Provides feedback to the development team Provides support to fundraising events, community outreach events, and other Development Team activities. Participates in agency-wide activities such as All-Staff Meetings, Strategic Planning Retreats, workshops, and others as directed by Director of Development and Communications.</p>

COMMITMENT: We believe in and live our mission and we are authentic in our word and deed.	CORE VALUE EXPECTATIONS
	<ul style="list-style-type: none"> ▪ Demonstrates a commitment to the ywca mission ▪ Demonstrates accountability in all work responsibilities ▪ Strives to do one's best every day to achieve individual, department and agency goals
	POSITION SPECIFIC RESPONSIBILITIES
	<p>Strategizes with Director of Development and Program Managers to pursue funding in support of the most pressing and immediate needs of agency programs. Reports to the Director of Development on a weekly basis with respect to progress on multiple grant projects. Reports monthly to the Executive Director and Board of Directors on grants submitted, grants awarded and grants denied.</p>

SERVICE: We are leaders in providing quality and innovative service in a caring, safe environment.	CORE VALUE EXPECTATIONS
	<ul style="list-style-type: none"> ▪ Exercises sound and ethical judgment when acting on behalf of the agency ▪ Anticipates and adapts to technological advances as needed ▪ Demonstrates the knowledge and skills required to perform the job
	POSITION SPECIFIC RESPONSIBILITIES
	<p>Identifies and researches potential grant sources as they pertain to program and agency funding needs.</p> <p>Maintains hard copy and electronic files for current and future grant opportunities.</p> <p>Develops, organizes, writes and submits grant applications, coordinating with program directors to provide program content.</p> <p>Coordinates acquisition of all information/documents needed to complete grant applications (budgets, letters of support, etc.) from Program Directors, the Dir. of Development, the Executive Director, and the Director of Finance & Administration.</p> <p>Coordinates with grant partners (if necessary) to develop proposals.</p> <p>Files applications online and in hard copy format as backup.</p> <p>Maintains/updates grant submission spreadsheet for tracking; relay information to database administrator.</p> <p>Prepares monthly report on grants submitted, received, denied and in progress for department/board of directors.</p> <p>Develops annual work plan and maintain timelines for grant proposals.</p> <p>Ensures timely reporting with grantees and appropriate program staff.</p> <p>Coordinates/assists with writing projects as requested by Director of Development and Communications.</p> <p>Attends informational meetings on funding opportunities (e.g. Combined Federal Campaign).</p> <p>Attends grant-related trainings if relevant and approved by Director of Development and Communications.</p>

RESPECT: We value and honor individual ideas, contributions and opinions.	CORE VALUE EXPECTATIONS
	<ul style="list-style-type: none"> ▪ Is diplomatic, courteous, and welcoming to all ▪ Demonstrates effective listening skills and sensitivity to the needs of others ▪ Exercises appropriate confidentiality in all aspects of work
	POSITION SPECIFIC RESPONSIBILITIES
	<p>Maintains positive interactions with regional foundation and corporate contacts.</p> <p>Maintains good relationships with all departments and responds to departmental needs as they arise.</p>

EMPOWERMENT: We provide the tools and support that build self esteem and foster positive life choices.	CORE VALUE EXPECTATIONS
	<ul style="list-style-type: none"> ▪ Shares knowledge and information ▪ Shows initiative by anticipating needs of others and taking action to assist them ▪ Demonstrate genuine appreciation for others' ideas, contributions, and success ▪ Seeks and acts upon performance feedback
	POSITION SPECIFIC RESPONSIBILITIES
	<p>Checks in regularly with Accounting (grant compliance) and database specialist to track grant submissions and reporting requirements.</p> <p>Keeps Director of Development and Communications and departmental colleagues abreast of funding opportunities.</p>

For each factor below, check the phrase that best fits the characteristics of this position

Please check the appropriate box.

INTERACTION WITH ORGANIZATION:

- Provide guidance/coordinate activities/contribute to work groups
- Coordinate major activities/sensitive situations
- High level interaction; highly sensitive and/or confidential

INTERACTION WITH PROGRAM PARTICIPANTS

- None to limited
- Occasional; provide information
- Frequent; provide advice on complex issues

INTERACTION OUTSIDE ORGANIZATION:

- Limited
- Straightforward; provide information
- Complex; provide/receive/analyze/develop guidance and advice

DIRECTING OTHERS:

- No supervisory responsibilities
- Supervises, assigns and reviews work of others
- Manages supervisors
- Broadly directs managers

COMPLEXITY OF WORK / DECISION-MAKING:

- Predominantly makes routine decisions within prescribed limits
- Occasionally adapts procedures and makes some decisions requiring consideration of criteria
- Frequently adapts procedures; often makes decisions requiring consideration of criteria; suggests policy changes
- Develops practice, assists/influences decisions, recommends policy changes and addresses emerging organizational change

SCOPE OF DECISION-MAKING ACTIVITY:

- Functional area within program/department
- Multiple functional areas within program/department
- Entire program/department
- Organization-wide

WRITING SKILLS

- Limited writing required
- Usually issues standard responses
- Frequently writes non-standard responses
- Frequently writes extensive, non-standard responses based on specialized knowledge, interpretation of data and/or research

COMPUTER SKILLS

- Limited use of computers
- Uses basic applications to perform responsibilities
- Uses a variety of basic and advanced applications to perform responsibilities

WORKING CONDITIONS *Check applicable level after considering reasonable accommodations.

ESSENTIAL PHYSICAL REQUIREMENTS*

- Typically lifts less than 10 lbs
- Typically lifts 10 to 20 lbs
- Typically lifts 20 to 50 lbs
- Typically lifts more than 50 lbs

VISUAL

- Normal concentration
- Close concentration
- Close concentration/manual dexterity
- Acute concentration/eye-hand coordination

HAZARDS

- Limited exposure
- Chemicals/careful use
- Chemicals/safety precautions
- Highly toxic chemicals

SIGNATURES

This section to be completed upon hire date.

STAFF MEMBER

I have reviewed this position description with my supervisor.
I understand that I am entitled to receive a copy of this form and attachments, bearing all required signatures.

Staff Member: _____ Date: _____

Supervisor: _____ Date: _____