

## **GRANT WRITER (Part-Time, Temporary)**

DEPARTMENT: Development  
SUPERVISOR: VP of Development

Approved by: Chief Executive Officer

Date: March 2026  
FLSA: Non-Exempt

### **POSITION SUMMARY**

This is a temporary, part-time position focused on assisting Senior Services in securing funding support through researching and identifying grant opportunities and crafting compelling proposals to foundations and other philanthropic entities. This position will manage grant cycle tracking, grant reporting, and related administrative functions, in coordination with key staff to uphold the highest standards of accuracy and integrity in grant data and strengthen long-term fundraising success.

### **QUALIFICATIONS**

#### **Education, Experience, Training:**

The ideal candidate will possess at least 3 years of grant writing experience within a nonprofit or comparable environment and be able to demonstrate a proven track record of securing grant funding ranging from \$2,500 - \$100,000+. Experience and demonstrated proficiency in prospect research and responding to structured requests and proposals, along with the skill to translate information into compelling, mission-driven narratives is required.

#### **Knowledge, Skills, Ability:**

- Proficient in Word, Excel, Power Point, and other Microsoft applications. Comfort learning new technology.
- Demonstrated ability to efficiently and effectively identify grant funding opportunities from a variety of sources.
- Proven experience and skill in writing and editing compelling proposals that meet the requirements of funders.
- Strong customer service skills and ability to build and maintain rapport with a diverse array of people
- Strong organizational skills and high attention to detail, with ability to ensure accuracy in work
- Ability to prioritize tasks, manage multiple project streams at once, and work within a dynamic environment.

#### **Physical Requirements:**

Sedentary work with some driving. Repetitive motion, close visual acuity, talking, listening. Not substantially exposed to adverse environmental conditions.

### **ESSENTIAL FUNCTIONS**

80% Drafts/edits grant proposals and coordinates all pre-award and post-award grant activities, including interim and final grant reports; works with internal departments - Finance, Business and Data Analyst, and Program Leadership - to gather appropriate information and relevant data needed for grant requests and reporting. Maintain a comprehensive grants calendar and tracks deadlines, ensuring timely submissions and follow-ups on grant cycles and reporting, and ensure up-to-date grant records in fundraising management system.

10% Leads ongoing grant research to identify new opportunities.

10% Perform administrative duties supporting fundraising strategy and execution.

### **SUPERVISORY RESPONSIBILITIES**

Responsible for own work only.

### **AUTHORITY/ACCOUNTABILITY**

Responsible for the accurate and timely management of grant proposals, reports, and research, as well as the integrity of related data in the fundraising management system. This role carries responsibility for maintaining an organized grants calendar.

### **PROBLEM SOLVING**

Resolves issues using established procedures and regulations. Must be able to handle sensitive information in a confidential manner. Utilizes reports to analyze donation history, helps to formulate plans for future solicitations.