Job Description

Job Title: Grants and Proposal Writer
Department: Development and Communications
Reports To: Chief Development Officer
Location: 333 W. Bayaud Avenue, Denver, CO 80223
Hours: Monday – Friday, 8:00am – 4:00pm
FLSA Status: Non-exempt
Salary: $20-$30 per hour
Schedule: 40 hours per week
Updated: June 11, 2020

SUMMARY
The person who holds this position produces revenue from grants and social enterprise contracts.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Works closely with department team members to plan and execute the organization’s annual fund development plan.
- Identifies new grant sources and ensures compatibility with the organization’s mission.
- Identifies and pursues social enterprise contract opportunities.
- Works closely with program staff and the Chief Development Officer to prepare competitive grant and contract proposals.
- Maintains compliance with funding and contract sources ensuring reports and other requirements are met in advance of specified deadlines.
- Manages grants and contracts trackers and maintains records of proposals, award letters, and agreements for all grants and contracts.
- Works closely with the Development and Events Associate to prepare acknowledgement letters and execute contract agreements.
- Strives to continuously build knowledge and skills.
- Adheres to policies and procedures. Completes administrative tasks correctly and on time. Supports diversity, equity, and inclusivity.

OTHER DUTIES AND RESPONSIBILITIES:

- Supports fundraising activities including events and appeals as need.
- Participates in public speaking and other events to promote the organization’s mission and further financial support.
- Provides periodic progress reports.
- Provides administrative support to the Chief Development Officer as needed.
- Other duties, as assigned
SUPERVISORY RESPONSIBILITIES
Responsible for the supervision of interns and volunteers who support grant and contract research.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Proven grant and contract proposal writing and reporting capacity.
- Ability to generate creative solutions, translate concepts, and synthesize complex information and data into compelling grant and contract proposals.
- Solid prospect research skills with ability to distinguish and identify grant and contract opportunities.
- Must have knowledge and connections with private and public funding sources and platforms.
- Experience with budget preparation and management.
- Must possess the following core competencies:
  - Computer skills (Microsoft Office Outlook, Power Point, Word, Excel).
  - Above average spelling and grammar and persuasive writing skills.
  - Interpersonal skills and professional demeanor.
  - Organizational skills, detail focused, and precise time management.
  - Ability to work under pressure and produce quality work products.
  - Work effectively with a wide range of constituencies and diverse communities.
  - Ability to make procedural recommendations and decisions.

EDUCATION AND/OR EXPERIENCE
The position requires a bachelor’s degree in business or non-profit management and a minimum of three years of experience in grant and contract proposal writing.

MATHEMATICAL SKILLS
Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.

REASONING ABILITY
Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS
None required.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and use hands. The employee frequently is required to talk or hear; the employee is occasionally required to stand, walk, reach with hands and arms, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities by this job include: close vision, distance vision, and ability to adjust focus.
WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment can fluctuate and is generally quiet.

TRAVEL
Local travel required to participate in events and meetings.

OTHER
Equipment Used: PC, telephone, copy machine, fax, postage meter, calculator.

_________________________   ______________________
Signature                        Date