



FOUNDATION COMMUNITIES JOB DESCRIPTION

JOB TITLE	Senior Grant Writer	REPORTS TO	
DEPT/DIV	Grants	WORK LOCATION	Mission Plaza
FLSA STATUS	EXEMPT/Full-Time	RATE	\$62,000+ DOE/Annual

Position Description: Foundation Communities seeks a full-time grant writer for a primarily on-site staff position. We need an experienced and competent writer who enjoys being a fundraiser, storyteller, and advocate, plus has the skills necessary—deadline-driven, intellectual flexibility, research capabilities, computer acumen, experience with metrics—to put together complete grants packages for a wide variety of funding sources. This grant writer must be able to connect with our mission, work as part of a team, and enjoy working closely with program staff.

Primary Duties/Responsibilities:

- Demonstrated ability to manage grant development activities, from working with program staff and drafting proposals through submitting grants and working with funders post-award
- Author proposals, both independently and in concert with other staff, for foundations, corporations, and governmental agencies
- Identify, research, and develop relationships with prospective institutional donors
- Plan work flow and meet strict deadlines in a fast-paced environment
- Good communicator; works effectively as part of a team, as well as with a variety of staff to develop and present strong proposals
- Maintain calendar systems to track grant application and report deadlines, record contacts and correspondence, and acknowledge gifts
- Maintain donor files and donor database, as well as internal tracking systems
- Assist with additional development-related projects as needed, including grants tracking and reporting

Other Duties & Responsibilities:

- Serve as liaison with programs; help to establish cross-departmental relationships and identify funding priorities and opportunities; mentor interested staff in grant writing activities
- Provide communications assistance and editing for other Foundation Communities departments

Minimum Requirements:

- Minimum of three years' experience in successful grant writing and securing funding
- Proficient writer: clear, concise, quick, audience-specific

- Demonstrated ability to manage grant development activities, including networking, deadlines, project management, and successful fundraising
- Ability to represent Grants Team at events throughout the year, both within Foundation Communities and with other organizations and events
- Strong computer/technology/database skills
- Able to connect with Foundation Communities' work and mission

Preferred Requirements:

- Strong understanding of evaluation metrics and outcomes measurement preferred
- More than five years' experience in successful grant writing and securing funding preferred

Working Conditions/Physical Requirements: (include amount of lifting, twisting, bending, sitting, standing, keyboarding, driving, noise, indoor/outdoor etc.)

- Sitting
- Computer usage
- Private office with additional shared space (some noise/headphones if you want music)
- Personal appearances representing Institutional Giving (Grants Team) and/or prospecting with funders.

To apply, please upload your resume along with a thoughtful letter of interest, salary requirements, and two pertinent writing samples. For additional information: www.foundcom.org. Foundation Communities is an equal opportunity employer.

Compensation

\$62,000+ annual DOE

This position profile identifies the key responsibilities and expectations for performance. It cannot encompass all specific job tasks that an employee may be required to perform. Employees are required to follow any other job-related instructions and perform job-related duties as may be reasonably assigned by his/her supervisor.

Foundation Communities provides an excellent benefits package including employer paid health benefits, 401(k) investment opportunity, Employee Assistance Program, paid vacation, holiday, and sick time.

Foundation Communities is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, veteran status, sexual orientation & gender identity.