

CATHOLIC SOCIAL SERVICES JOB DESCRIPTION

TITLE: Grant Writer I
DEPARTMENT: Administration
STATUS: Full-time / salary /exempt
SUPERVISED BY: Grant Development Manager
UPDATED: 12/13/2021

JOB SUMMARY: Catholic Social Services (CSS) is looking for a Grant Writer to research, write, and coordinate grant applications and actively participate in our grant management processes. This position will involve identifying and evaluating new funding sources, developing grant budgets, coordinating grant applications with CSS program directors and administrators, and writing and submitting grant applications. This position will report to the Grant Development Manager, who will collaborate with the Grant Writer in identifying and applying for new funding opportunities and managing current grants.

QUALIFICATIONS:

Competencies: Must be able to maintain program/guest/agency confidentiality and treat each individual with dignity and respect. Must be a team player, demonstrate motivation, exercise discretion and dependability, adhere to business professional code of ethics, be well organized, support overall mission and direction of the agency, and function well under stressful conditions.

Education/Experience: High school diploma or GED and two years of experience with grant coordination and writing.

Skills: Must possess knowledge of federal, state, municipal, and other grant regulations, practices, and reporting requirements. Must be able to communicate clearly and professionally (orally and in writing) with employees and agency management. Must be able to manage time and prioritize tasks despite competing demands. Excellent writing skills and knowledge of the Microsoft Office suite are required.

DUTIES & RESPONSIBILITIES:

Grant/Contract Administration:

1. Coordinate the completion of all new grant applications in collaboration with the Grant Development Manager, Senior Grant Development Director, Grant Administrator, and relevant program staff.
2. Track the status of all grant applications through grant tracking software.
3. Coordinate all required grant revisions with grant, program, and Finance staff. Track the status of all grant revisions.
4. Participate in the renewal of grant and funding proposals as directed.
5. Participate in the management of awarded grants as directed.
6. Identify and research potential grant or other funding opportunities.
7. Maintain knowledge of current funders and funding requirements, including those related to federal, state, municipal, and private organizations.

Communications:

1. Work closely with Development staff to assist them in the stewardship of major donors.
2. Act as a contact for grant/contract related communications from both inside and outside the agency.

Data Management and Reporting:

1. Gather required data and programming details from program and Finance staff to assemble and submit complete and accurate applications and proposals.
2. Review data and reporting requirements and align with CSS' agency blueprint.
3. Communicate with other departments so that all relevant parties are aware of grants in progress.

Support:

1. Act as a resource for program, administrative, and management staff by providing accurate and current advice regarding grant-related issues. Maintain a high level of awareness related to federal, state, municipal, and other grant agency requirements.
2. Participate in the CSS Grant Committee and assist the Grant Development Manager in committee-related tasks.
3. Assist with program development to gain a better understanding of agency funding needs and to improve grant applications.

General:

1. Support agency activities and events as required.
2. Attend meetings as requested.
3. Review files to ensure all necessary information and documentation essential to establish a complete audit trail for financial accountability is available.
4. Research, organize, and prepare appropriate documentation.
5. Other duties as assigned.

Physical Requirements: Must have the ability to work at a computer terminal for long periods of time.

Training Requirements: Must attend agency and department orientation. Must attend all staff meetings and in-service training sessions as required.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities as needed.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____