



## **Volunteer Grant Writer**

**Hours:** Flexible

**Reports to:** President & CEO

**Summary:** The EFCS Grant writer is responsible for searching for, writing and obtaining grants for the organization. The grant writer partners with the Chief Executive Officer and/or Finance Committee on grant funding strategies.

### **Duties/Responsibilities**

- Research and identify prospective grants aligned with the organization's mission.
- Prepares proposals by determining concept, gathering and formatting information, writing drafts, and obtaining approvals.
- Determines proposal concept by identifying and clarifying opportunities and needs, studying requests for proposal (RFPs), and attending virtual strategy meetings.
- Meets proposal deadline by establishing priorities and target dates for information gathering, writing, review, approval, and transmittal.
- Enters and monitors tracking data.
- Coordinates requirements with contributors and contributes proposal status information to review meetings.
- Gathers proposal information by identifying sources of information, coordinating submissions and collections, and identifying and communicating risks associated with proposals.
- Develops proposal by assembling information including project nature, objectives/outcomes/deliverables, implementation, methods, timetable, staffing, budget, standards of performance, and evaluation.
- Writes, revises, and edits drafts including executive summaries, conclusions, and organization credentials.
- Maintains quality results by using templates; following proposal-writing standards including readability, consistency, and tone; maintaining proposal support databases.
- Obtains approvals by reviewing proposals with key providers and/or project managers.

- Improves proposal-writing results by evaluating and re-designing processes, approach, coordination, and boilerplate.

### **Knowledge, Skills and Abilities**

- Knowledgeable in Federal and State grant policies and regulations.
- Effective communication skills.
- Effective research and presentation skills.
- Demonstrated financial and business management skills.
- Ability to work well independently.
- Ability to effectively identify prospective funders and seek grant/funding opportunities.
- Demonstrated time management and organizational skills.
- Demonstrated experience identifying, writing and obtaining grant awards.
- Ability to understand the needs of both the organization and prospective funders.
- Ability to understand and execute complex instructions.
- Outstanding computer skills.

### **Job Requirements**

#### **Grant Writer Qualifications / Skills:**

- Presentation skills
- Written communication
- Graphic design skills
- Technical documentation
- Layout skills
- Problem solving
- Deadline-oriented
- Process improvement
- Coordination
- Strategic planning
- Market knowledge

#### **Education, Experience, and Licensing Requirements:**

- Bachelor's degree in English, Journalism, Media, or related field preferred.
- Minimum of 3 years of experience in grant writing, prospect research, general fundraising or a minimum of 4 years comparable and transferable skills acquired in a professional setting.

**Commitment:** Must be willing to commit to 5-10 hours monthly.

**Application Submission:**

Interested applicants must email us at [info@elmsfamilyandcommunityservices.org](mailto:info@elmsfamilyandcommunityservices.org) with a cover letter, resume and portfolio of awarded grants and include “**Volunteer Grant Writer**” in the subject line.

**Website:** [elmsfamilyandcommunityservices.org](http://elmsfamilyandcommunityservices.org)

**Facebook Page:** <https://www.facebook.com/elmsfamilyandcommunityservices/>