



**Position Title:** Grant Writer  
**Department:** Development  
**FLSA status:** Full-time/exempt  
**Salary Range:** \$48,000 - \$52,000, depending on experience  
**Reports to:** Director of Development

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**POSITION OVERVIEW:** This role is responsible for collaborating with the Director of Development, Executive Director and Program Directors to research, write and manage grant proposals and reports to secure Urban Ministries' financial stability.

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:**

- Work closely with program staff and leadership to write, edit, and submit grant applications and provide relevant support documentation
- Research and identify foundation and corporate grant opportunities
- Maintain relationships with foundation contacts
- Oversee annual grants calendar and work with Director of Development to ensure that grant applications and reports are written effectively and submitted on time
- Maintain tracking systems in the CRM for grant deadlines and reporting
- Manage and maintain general grant documents to support all grant applications
- Develop standard reporting templates and tools that will support improved narrative and reporting
- Collaborate with program leadership for reporting to their specific donors
- Participate in developing goals and strategies for fundraising with development team
- Support planning and execution of fundraising and stewardship events
- Attend evening Board meetings as requested
- Lead volunteer groups and individual tours as needed
- Other duties as assigned

• **EDUCATION / EXPERIENCE SKILLS:**

- Associate or Bachelor's degree preferred
- Minimum two (2) years' experience of writing grant applications preferred
- High level of analytical skills and accuracy
- Excellent research and project management skills
- Excellent verbal, written and interpersonal skills
- Ability to maintain a professional demeanor in all aspects of work
- Ability to set priorities, multi-task and meet deadlines

- Ability to work closely in a team-based environment with both internal and external customers
- Be well organized and detail oriented
- Able to work with minimal supervision
- Experience in nonprofit donor data management and stewardship preferred
- Must be able to work as needed (evenings, holiday, weekends) due to business needs.
- Must be able to occasionally carry and lift up to 10 lbs.; use stairs / elevators at the work site to perform various essential job functions and use standard office equipment (telephone, fax, computer, printer, scanner).

This position has the possibility for a hybrid (in-office/remote) schedule; incumbent must be able to use stairs / elevators at the work site to perform various essential job functions, use standard office equipment (telephone, fax, computer, printer, scanner) and occasionally carry and lift up to 10 lbs.

EOE

\*Please submit cover letter, resume and two sample grant applications.