

## **Grant Writer**

### **Job Description**

**Title: Grant Writer**

**Department: Development**

**Mission Statement:** Our mission is to help children and families heal from life's deepest hurts. We work to restore childhood. We tirelessly pursue, find and celebrate healing for young children in our community who have faced trauma, enabling children to lead happy, healthy, hopeful lives.

**Diversity, Equity and Inclusion:** This Is A Place For You

We believe in resiliency and the capacity to heal; our mission is to help children and families heal from life's deepest hurts.

We believe everyone has a unique life story, and we will listen and stand with those who have felt hurt or vulnerable.

We believe everyone experiences pain. It is the expression of this pain and discomfort that allows for learning and growth.

We believe people are our most vital asset, and healing occurs within the context of relationships. We will work to build an inclusive community where all people feel they are noticed and belong.

We celebrate people from every color, race, ethnicity, place of origin, religion, age, gender, sexual orientation, gender identity and/or expression, socio-economic status, family structure, and those with differences in ability.

We commit to hiring a workforce and recruiting board members to encourage the representation of all groups and perspectives. The children and families we serve deserve to enter a Place filled with people who reflect their own diversity.

Furthermore, we see acts of racism and its resulting inequities in our world and will actively work to be an equitable and antiracist Place. Through consistent professional training and development, we commit to creating an environment where all people can say they are welcomed, respected and safe to be themselves.

**Position Summary (Includes the reporting structure) Reports to Grants Manager.**

The Grant Writer will play a crucial role in the fundraising efforts at The Children's Place by researching, writing and submitting grant proposals to foundations and other potential funders.

The Grant Writer position reports to and works closely with the Grants Manager and other key positions across the organization.

**Requirement (Certificates/Degrees/Licenses)**

**Hours** Full-time position. Monday through Friday

**Responsibilities**

- Identify, research and evaluate potential grant funding opportunities that align with the Children's Place mission and programs
- Write compelling grant proposals, including narratives, budgets and required attachments that communicate the organization's goals, needs and impact.
- Collaborate and work closely with program staff to gather information, data and insights needed for proposal development and reporting.
- Track grant deadlines in coordination with the Grants Manager to ensure timely submissions and maintain organized records of grant proposals and funding status
- Prepare and submit grant reports to funders and community partners to enhance grant opportunities and support for the organization.
- Stay current on trends in nonprofit funding, best practices in grant writing and any changes in funding policies or guidelines.

**Preferred Skills/Experiences**

- Detail-oriented and organized with the ability to manage multiple projects and deadlines
- Creative thinker with a passion for storytelling and a commitment to the mission of The Children's Place
- Team player with strong interpersonal skills and the ability to collaborate effectively

**Education** Bachelor's degree in English, Communications, Nonprofit Management or a related field, advanced degree preferred

**Experience** Minimum of two years of experience in grant writing, fundraising or a related field, preferably in the nonprofit sector.

**Skills**

- Exceptional writing, editing and communication skills
- Strong research skills and ability to analyze funding opportunities
- Proficiency in budget preparation and financial reporting
- Familiarity with Blackbaud Raisers Edge

**Working Conditions**

**Organizational Culture:**

We offer flexible working arrangements and emphasize the importance of employees caring for their own mental health. We work hard but also value self-care and are intentional on providing benefits that help employees take care of themselves and their dependents. We believe in celebrating each other, and also rallying around the unified passion for helping children heal from their hurts and thrive.

**Equal Opportunity Employer:**

The Children's Place is an equal opportunity employer that makes employment decisions regarding individuals and employees on the basis of their qualifications without regard to race, religion, color, sex, gender identity, sexual orientation, age, national origin, disability, veteran or other status protected by law.

**Disclaimer**

Other duties will be required/requested for effective job performance. This is not a contract for employment but an outline of essential functions and expectations.