

## **Job Description**

**Reports to:** Deputy Director

Regular, Full-time position; exempt.

### **Summary:**

The Grants Writer is responsible for finding funding opportunities for Delmarva Community Services, Inc. and writing polished proposals to earn grant money. Duties include researching deadlines, drafting grant requests, and submitting reports for approval.

### **Essential Duties and Responsibilities:**

- Manages grant proposals including grant research, writing, and submission.
- Researches grant opportunities from government agencies and private foundations.
- Follows up on funding leads and pursues multiple avenues to secure funding.
- Maintains understanding of the history, structure, objectives, and financial needs of the organization and its programs.
- Targets grant efforts to support the primary lines of business, programs, and strategic initiatives.
- Drafts compelling grant proposals and supporting documents based on the funding needs of the organization.
- Creates stories and presentations that share information regarding projects, program needs, and key initiatives with grantees.
- Utilizes data-driven research to make the case for support of organizational programs in a way that uniquely appeals to each grantee's mission.
- Tracks and regularly reports on grant submission statuses to the Deputy Director.
- Ensures those responsible for grant reporting log and track key deliverable dates.
- Partners with the Deputy Director and other designees to seek out, build, and maintain relationships with grantees.
- Ensures grantees are appreciated and recognized for their support.
- Sets quarterly and yearly grant benchmarks and prepares regular reports for review and analysis for Deputy Director.
- Collaborates with the Deputy Director to compile an annual report of grant and fundraising awards.
- Creates a yearly calendar for grant submissions and communications.
- Collaborates with staff, leadership, and volunteers to create and manage grant prospect portfolios and to develop cultivation and solicitation strategies.
- Builds and maintains productive working relationships with staff and leadership.
- Other duties as assigned by supervisor.

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

- Bachelor's degree in creative writing, English, Communications, Journalism, Marketing, or related field. Equivalent combination of education and experience may be considered if applicable and must be directly related to the functions and body of knowledge required to successfully perform the job.
- 2 year's successful grant writing experience in a mid to large scale non-profit organization.
- Certification in grant writing or communication.
- Excellent verbal and written communication skills and the ability to deliver information in a clear, persuasive manner that generates enthusiasm.
- Excellent interpersonal skills and the ability to work effectively with multiple stakeholders.
- Strong presentation skills and the ability to deliver information in easy-to-understand formats.
- Excellent story telling skills and the ability to illustrate the goals and the benefits of the organization's work.
- Strong research skills and ability to identify and solicit grant awards.
- Ability to collaborate with others and establish credibility and respect with colleagues, donors, and volunteers.
- Excellent organizational and time management skills and the ability to manage and prioritize multiple projects.
- Ability to identify philanthropic trends and offer suggestions to improve grant approval ratings.
- Strong analytical and problem-solving skills with excellent attention to detail.
- Critical thinking skills with the ability to determine information-sharing limitations and make well-informed decisions.
- Excellent customer service, organizational, and communication skills with emphasis on responsiveness, building trust, mutual respect, and courtesy.
- Demonstrates cultural competence and commitment to supporting and promoting diversity, equity, and inclusion through work performance and professional interactions.
- Ability to cultivate a culture of respect and service excellence through professionalism, skilled communication, and demonstrated commitment to integrity, trust, respect, and equity.
- At least 18 years of age with 2 years driving experience.
- Pass State/Federal background check.
- Negative results on pre-employment and random drug tests
- Maintain a valid drivers license with no more than 4 points.
- Must maintain State and Agency required mandated training.
- Employee must be able to receive, understand, and communicate verbal and written instruction and communicate in the English language.

**COMPETENCIES:** To perform the job successfully, an individual should demonstrate the following competencies:

**Teamwork** - Exhibit's objectivity and openness to other's views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests.

**Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Conserves organizational resources.

**Computer Skills** – To perform this job successfully, an individual should have strong knowledge of computer operating systems.

**Customer Service** – Maintains professional demeanor when dealing with difficult or emotional situations; Responds promptly to staff needs; Solicits feedback to improve service; Responds to requests for service and assistance.

**Mathematical Skills** – Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**Interpersonal Skills** - Keeps emotions under control; Remains open to others' ideas and tries new things. Shows respect and sensitivity for cultural differences; Promotes a harassment-free environment.

**Oral and Written Communication** - Listens and gets clarification; Responds well to questions; Participates in meetings; Communicates clearly and cogently with clients and staff; Reads and comprehends written and verbal instructions. Writes clearly and informatively.

**Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

**Quality** - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

**Safety and Security** - Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.

**Attendance/Punctuality** - Is consistently at work and on time; Arrives at meetings and appointments on time.

**Dependability** – Follows instructions, responds to management direction; Takes responsibility for own actions. Meets commitments, Follows policies and procedures.

#### **WORKING CONDITIONS AND PHYSICAL DEMANDS REQUIRED TO SUCCESSFULLY PERFORM THE ESSENTIAL JOB DUTIES:**

The environmental factors described here are representative of those that may be present in the workplace while the employee performs the essential functions of this job. While performing the duties of this job, the employee is required to:

- Stand; walk; use hands to finger, handle, grasp or feel *-frequently*
- Reach with hands and arms; push and pull up to 50 pounds *-frequently*
- Talk, hear and smell *-frequently*
- Stoop, kneel, or crouch *-frequently*
- Sitting and/or standing. *frequently*
- Lift and/or move up to 50 pounds. *-frequently*
- Utilize close vision, distance vision, color vision and ability to adjust focus.- *frequently*

DCS GRANTS WRITER

- Employee will be exposed to odors, dust, fumes, and noise. *-frequently*
- Employee will be exposed to outside environmental conditions. *-frequently*
- Climb stairs. *-Occasionally*
- Travel. *-as required*

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date