

Centennial Mental Health Center, Inc.

Job Description

Job Title:	Grant Writer	Job Class:	Administration
Reports to:	Community Resource Director or Designee	Grade:	45
Status:	Non-Exempt		

POSITION SUMMARY

Responsible for initiating funding requests, from prospect research to application, submission, award, reporting, re-application and grant cycle final reports.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Completes prospect research for foundations, corporations and/or government programs for new grant or partnership opportunities.
2. Writes, edits and develops proposals; creates letters of interest; obtains letters of support; generates required reports and other written materials that respond to the funder requirements, priorities, and deadlines.
3. Coordinates new development initiative from initial concept to design of a fundable request, articulating initiatives in diverse formats as appropriate and once funded, reports on uses of funds and results.
4. Collaborates with internal staff in developing strategies to support programs and initiatives that match current funding opportunities.
5. Tracks calendar of grant opportunities, including deadline dates and required materials.
6. Coordinates with the grants team to help manage grant proposals, reports and foundation relations.
7. Completes professional development to increase knowledge and skills in the grant writing process.
8. Assists with donations, including correspondence, acknowledgements and recognition.
9. Assists with donations and coordinate donor stewardship and Centerwide fundraising events.
10. Other duties as assigned.

JOB REQUIREMENTS

EDUCATION

Bachelor's Degree in Communications, English or Journalism. Previous grant writing experience preferred.

ABILITIES, KNOWLEDGE, SKILLS

Excellent written and verbal communication skills. Editing skills with strong organizational abilities and meticulous attention to detail. Strong skill set to manage several projects simultaneously, set priorities, problem solve and meet deadlines. Demonstrated proficiency in Microsoft Word, Excel, Outlook, and funding databases. Demonstrate a commitment to continuous skill development to competently serve individuals from diverse cultures and backgrounds.

I have read this copy of my job description, discussed it with my supervisor, and understand my responsibilities.

Employee Signature

Date

Administrative Supervisor

Date