

Empire State Division



Employment Opportunity

Grant Writer - (Full Time)

Job Description: Under the supervision of the Director of Social Services, the Grant Writer is responsible for applying for and securing private, federal, state, county and local government grants that currently support RAS programming. The Grant Writer will research, identify, apply for and secure corporate, private and government funding not currently being realized by RAS. This position interacts with the Director of Development to secure grants from corporations and private foundations. Remote working option. 35 hours per week (Mon-Fri 8:30 a.m.-4:00 p.m.) \$40k/year

Job Responsibilities:

1. Develop grant proposals and supporting documents consistent with Salvation Army policies in response to solicitations to sustain and enhance existing and new RAS programming.
2. Generate revenue for RAS programs and services through timely submission of well-researched, well written and well documented grant proposals. Prepare, assemble (including making multiple copies as needed) and ensure delivery of complete proposal documents; to include electronic submissions.
3. Track status of proposals; follow up on a timely basis with any related correspondence or contact from funding source.
4. Maintain and implement grant funding calendar of activities including anticipated and actual deadlines; maintain in-house grants database.
5. Research and identify new government, corporate, foundation and private funding prospects. As directed, engage with program officers at organizations to solicit invitations to submit proposals.
6. Assist with any facility tours or visits that may be required or requested by funding sources, as directed.
7. Interface with program managers to determine program goals/objectives and the scope, feasibility, and funding needs for programs. Assist program managers with analyzing performance reporting data and review of reports, as directed.
8. Assist Corps in the Finger Lakes Region of The Salvation Army with grants and technical assistance with grants on an as needed basis.

Requirements:

1. Bachelor's Degree in Business, Communications, English (or other related) required.
2. Preferred candidate will have a proven track record in grant procurement, and program management/program development skills.
3. Must have working knowledge of the grant writing process/contract functions in a nonprofit setting.
4. Candidate must have excellent written and verbal communication skills, be proficient in research, interpreting and analyzing diverse data and possess the ability to work collaboratively and independently to achieve stated goals.
5. Must have excellent computer skills (Microsoft Office Word, Excel, Power Point, and Access) and database management skills.
6. Must be highly organized with the ability to plan and implement systems and follow-up processes, able to effectively work under pressure, use independent judgment and produce a quality work product within tight time constraints.
7. Must have ability to read and accurately interpret complex documents (e.g., Requests for Proposals) and interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
8. Must have basic math/algebra skills and ability to calculate figures and percentages accurately and precisely.
9. Must possess an internal drive for continuous improvement and set and achieve challenging goals.
10. Valid New York State License.

To apply:

Go to: <https://easternusa.salvationarmy.org/empire/rochester/>

Select "Careers" at the very bottom of the site

Select "Current Openings"

Select "US-NY-Rochester" from the dropdown location menu and then select "Search"

All open positions are posted there. Select the appropriate position and complete the online application