

JOB DESCRIPTION

Job Title: Grants & Foundations Writer Development Location: 2114 Macdonald Ave.

Reports To: VP of Development FLSA Status / Salary Grade: Non-Exempt Date: July 2020 Full-time: (Flexible) (Open to work partially Remotely) Part-time ____ Seasonal/Temporary

Summary of Position:

The Grants & Foundations Writer is responsible to advance the Bay Area Rescue Mission's interests through raising funds via grant writing and foundation interaction. Identify and proactively seek opportunities to generate new proposals based on guidelines, interests, and fundability. In 2020 overall increase in funding secured via grants and foundations by 33%. Responsible to support VP of Development to ensure annual fundraising and performance goals are achieved and to attain defined KPIs. Communicate the vision and purpose of BARM to external audiences in pursuit of securing financing which supports the ministry

Essential Functions:

- Research and submit foundation grant proposals for general operating, project funding, and capital campaign.
- Research, write and submit grants and track/report according to award.
- Manage grant applications by reviewing grant opportunities and coordinating with VP of Development. Write/proofread/edit
 applications for clarity, substance, and compliance.
- Manage master grant calendar to ensure timely reporting on grants awarded and timely grant submission according to deadlines. Complete associated reporting as required.

Cultivation of Foundations - with VP of Development

- Develop competitive and high-quality grant proposals to foundations and corporations, grant-making organizations, and other sources of funding.
- Persuasively communicate the organization and its programs to potential funders. Meet with BARM program staff to determine project and departmental goals/objectives, scope, feasibility, and funding needs for programs, projects and operations.
- Research potential contacts for proposal guideline requirements and submittal deadlines. Maintain current update of BARM's Research Log.
- Monitor deadlines and submissions through the means of a comprehensive process, using a systematic system.
- Prepare and coordinate delivery of proposal packages, including letters, narrative; budgets (working with the Finance Department) to include all presentation material.
- Under the direction of the VP of Development work with the Development staff to maintain and build current foundation/corporate relationships while establishing new, increased opportunities for philanthropic involvement within the community that BARM serves.
- Support the overall goals of the Development Department by assisting with writing and special projects, as needed. Assist with the development of compelling presentations and tailored information for funding partners and prospects.
- Other tasks and/or job related responsibilities as requested.

Qualifications:

- Committed Christian with a compassion for the homeless, addicted, poor, and mentally ill
- Gifted and compelling writer.
- Computer literate skilled in word processing and spreadsheet applications; ability to effectively use the internet to conduct research and gather information.
- Able and willing to read and follow specific instructions, related to funding eligibility and submission, and to meet associated deadlines.
- Able to compose professional, compelling correspondence, including but not limited to full scope of grant writing disciplines.
 Excellent grammar and punctuation skills.
- Very strong written and interpersonal skills able to relate with and converse with diverse groups of people
- Effective communicator able to effectively share the story of BARM and secure financial support.
- Reliable and trustworthy, able to maintain confidentiality, high productivity, and meet deadlines.
- Organized, flexible and adaptive with good resource and research skills

Working Conditions/Physical Factors:

Occasionally = 1%-33%; Frequently = 34%-66%; Continuously = 67%-100%

- Work is primarily indoors, within an office environment but will require occasional travel, typically within the greater Bay Area
- Interaction with people who are or have been homeless, impoverished, addicted, or mentally ill occasionally
- Climb stairs on a daily basis
- Able to lift up to 35lbs occasionally
- Fingering/fine motor skills frequently
- Mental acuity occasionally

Education/Experience and/or Certification:

- Bachelor's degree in English, Journalism, Writing, Fundraising, Communication or a related field preferred.
- 2+ years professional writing and/or working in fundraising, public relations, development, community relations, or a related field
- Previous experience working with and/or knowledge of homelessness preferred
- Previous experience working for a non-profit highly desirable

Requirement:

The Bay Area Rescue Mission is a privately funded 501 (c)3 non-profit, evangelical Christian ministry. Our designated purpose is religious and we are a Christ-centered ministry which is dedicated to sharing the Gospel and helping the homeless and impoverished. We consider every position to be essential in the fulfillment of our ministry and Statement of Purpose. As such, each employee must have a relationship with Jesus Christ as their personal Savior and Lord. All employees must:

- Be able and willing to share the Gospel and participate in all of the ministry activities of the Bay Area Rescue Mission;
- Subscribe to the Bay Area Rescue Mission Statement of Faith and Qualifications for Employment upon hire and continuously while employed;
- Adhere to the Bay Area Rescue Mission Employee Handbook.

This position requires a Conflict of Interest Statement and a Confidentiality Statement.

My signature below acknowledges that I have read and understand the job description as described herein. I understand that this job description is not all-inclusive.			
Signature	Printed Name	Date	