



JOB DESCRIPTION

Job Title: Grants & Foundations Writer

Department: 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

