

## GRANTS WRITER

DEPARTMENT: DEVELOPMENT  
REPORTS TO: DEVELOPMENT DIRECTOR

### POSITION SUMMARY:

This position has the primary responsibility for researching, writing and reporting on the agency's foundation, government and other grants. This person will work closely with the President/CEO, Development Director, Vice President/Chief Financial Officer, Board of Directors and program managers to enhance the agency's access to restricted and unrestricted funding.

### ESSENTIAL JOB FUNCTIONS:

- Utilizes agency and outside resources to research and inquire into the compatibility of funders.
- Writes letters of inquiry, grant applications, responses to requests for proposals and required reporting.
- Works with program managers, the Vice President/Chief Financial Officer and others to meet and ensure accurate and timely grant proposals, budgets and funder reporting requirements.
- Reports monthly on letters of inquiry, grant proposals and outcomes.
- Conducts monthly grant meetings.
- Assists the President/CEO and Development Department as needed for special projects.
- Must be a self starter with the ability to manage the complete grants process with minimal supervision.
- Responsible for goal setting, tracking and achievement.
- Must demonstrate a high level of commitment to Livingston's charitable mission.
- Responsible for achievement of the agency's annual fundraising goals.
- Adhere to fundraising best practices and evidence based, donor centered principles.
- Maintain donor confidentiality and adhere to HIPAA regulations.
- Work collaboratively with Development Department's colleagues and all other Livingston staff and volunteers.
- Exhibit strong professional ethics, discretion and judgment.
- Excellent relationship building and maintenance skills.
- Must have a high level of attention to detail and accuracy.
- Maintains a positive, professional and respectful attitude.

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- Must have good organization and personal management skills, and be comfortable working independently with minimal supervision.
- Must be able to take ownership and responsibility for the outcomes of the Department, as well as their personal responsibilities.
- Maintains a positive and respectful attitude.
- Performs other related duties as directed by supervisor.

**QUALIFICATIONS AND REQUIREMENTS:**

Bachelor's degree plus a minimum of two year grant writing experience.

Must have excellent verbal and written communication skills.

Ability to interact positively and effectively communicate with funders and staff.

Knowledge of Excel, general computer system knowledge and skill level.

**PHYSICAL DEMANDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS:**

The conditions herein are representative of those that must be met by an employee to successfully perform the physical demands of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office environment.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting.

- Must be able to learn and comprehend basic instructions and orientation to the job.
- Must have strong attention to detail and ability to independently problem solve with interruptions.
- Must be able to communicate clearly and exchange information with other staff and the public.
- Must be able to work occasionally with interruptions.
- Must have the ability to understand the meanings of words and respond effectively and be proficient in speaking, writing and reading English.
- Must be able to express or exchange ideas by means of the spoken word to impart oral information to clients or to the public and to convey detailed spoken instructions to other workers accurately, loudly or quickly.
- Must be able to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard constantly.
- Must be able to work alone occasionally.
- Must be able to work frequently with VDTs/computers.
- Must be able to sit constantly.
- Must be able to stand frequently.

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- Must be able to stoop, bend, reach, twist, crouch, and kneel occasionally.
- Must be able to lift an object up to 11-24 lbs. raising or lowering it from one level to another occasionally.
- Must be able to transport an object up to 11-24 lbs. usually holding it in the hands or arms for 100 ft. occasionally.
- Must be able to level lift an object up to 11-24 lbs. occasionally.
- Must be able to lift overhead an object up to 11-24 lbs. occasionally.
- Must be able to drive auto equipment occasionally.
- Must be able to maintain body equilibrium to prevent falling when walking, standing and crouching.
- Must be able to have hand exposure to the public and staff occasionally.
- Must be able to frequently work in a fast pace office with frequent interruptions and meeting deadlines.
- Must be able to see in the normal visual range with or without correction doing close eye work.
- Must be able to hear in the normal audio range with or without correction.
- Hands – repetitive motion constantly.
- Hands – fine manipulation constantly.
- Hands – gross manipulation occasionally.
- Grasping: Right – simple grasp occasionally  
Left – simple grasp occasionally  
*Simple grasp = under 50 lbs.*

# JOB DESCRIPTION

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### STANDARD OF PERFORMANCE AND ACCOUNTABILITY:

All employees will maintain high standards of integrity and business ethics, will abide by the organization's compliance program, rules, policies and procedures, applicable laws and regulations, will conduct self in an honest, ethical manner and report promptly any suspected violation of compliance standards to the Compliance Officer.

All employees will abide by the Injury and Illness Prevention Program (IIPP).

All employees will be held accountable in meeting all functions as defined within the scope of their job description, which includes all goals and objectives set for the position.

If accountability standards are not met, the employee may be given an oral warning followed by a written warning. However, the organization reserves the right to proceed directly to a written warning or separation from employment for misconduct or performance deficiency without resort to prior disciplinary steps when the organization deems such action is appropriate.