



## **JOB DESCRIPTION**

### **Grant Writer**

**Reports To:** Manager, Resource Development

**EEO Category:** Professionals

**Created:** 6/13/2018

**FLSA Job Classification:** Non-Exempt

**PRO:** Support

**Modified:**

#### **POSITION SUMMARY**

The Grant Writer will facilitate the submission of grant applications and other proposals, and will be responsible for submitting timely and accurate reports.

#### **ESSENTIAL RESPONSIBILITIES**

##### **Grant Proposal Development (80%)**

- Responsible for conducting the full range of activities required to manage, prepare, and submit, grant proposals to government, foundation and corporate sources
- Perform research on foundations and corporations to evaluate prospects for corporate and foundation grants
- Collaborate with finance and other administrative departments to gather information necessary to report to corporate/foundations funders on current grant programs
- Work with subject matter experts on proposal development
- Facilitate or support all reporting required by foundation/corporate donors
- Understand institutional history and programs
- Maintain records in the organization's electronic database systems, including grant tracking and reporting
- Track statistics relevant to development activity
- Work with Executive Staff to provide development input for any institutional materials, including annual report, newsletters, etc.
- Provide technical writing for the submission of award and recognition applications
- Assist with other development projects, as requested

##### **Coordination and Communication (10%)**

- Build and maintain a strong network of external relationships; funders, governmental liaison, colleagues, healthcare providers, community agencies, as well as a strong working relationship with Aspire staff and supervisors
- Collaborate and communicate as needed to maintain a strong partner network
- Participate in performance management and coaching; respond appropriately to direction and constructive criticism from management
- Provide ongoing communication and feedback to assigned supervisor regarding position responsibilities

##### **Reporting and Documentation (5%)**

- Maintain grant information and agency paperwork according to Aspire's standards and contractual obligations
- Timely complete all required unit and or organizational reports and/or documentation according to policies and procedures (e.g., PTO requests, expense sheets, training requests, TB documentation, etc.)
- Maintain comprehensive grant files consistent with the department's accepted processes
- Maintain accurate records of time spent
- Maintain records of grant proposals submitted and responses received

##### **Professional Development (5%)**

- Complete and maintain compliance with required trainings and education required for the position

- Participate in appropriate team and/or administrative meetings, assigned committees, in services, and other continuing education/training
- Proactively create and execute a professional development plan to stay current within field

### **CORE VALUES**

- **People** – Passionately believes in people and embraces diversity
- **Integrity** – Does the right thing even when no one is looking
- **Laughter** – Believes that laughter is truly the best medicine
- **Learning** – Challenges old paradigms with critical thinking, curiosity and creativity
- **Accountability** – Sets an intentional culture of personal responsibility; believes everyone carries the load
- **Relationships** – Serves colleagues and consumers with love, empathy and compassion

### **POSITION-SPECIFIC COMPETENCIES**

- **Flexible:** Ability to participate in multiple projects, with multiple program areas at any given time
- **Problem-solving** - Critical, creative thinker in solving problems in proposal development and submission
- **Collaborative** - Work cooperatively with clinical and administrative staff to prepare high quality proposals
- **Detail-oriented** - Exercise organizational discipline in review of grant opportunities and submission requirements, proposal development and review
- **Project Management** - Plan, execute, control, and close the work of a variety of proposal development teams to meet goals and deadlines

### **CRITICAL FUNCTIONAL SKILLS & KNOWLEDGE**

#### **Education**

- High School Diploma or equivalent required. Completion or progress towards a bachelor's degree in english/writing, nonprofit studies, business administration, healthcare administration, or a directly related human service field from a college/university accredited by the US Department of Education preferred

#### **Experience**

- Previous experience with business development preferred
- Knowledge of basic grant writing techniques and strategies highly preferred
- Knowledge of not-for-profit healthcare preferred
- Intermediate to advanced computer skills required
- Must have strong editing skills and the ability to write clear, structured, articulate, and persuasive proposals

#### **Other**

- Ability to meet or exceed metric standards that have been established for this organizational level or position within Aspire
- Strong ability to maintain strict confidentiality and handle highly confidential information with professionalism
- Demonstrate respect for client confidentiality practices
- Demonstrate the ability to monitor and meet income goals
- Must be able to work independently as well as collaboratively within a team setting
- Must possess the ability to learn and/or operate relevant computer operating system environments, and the ability to operate a variety of office equipment (fax machine, copier, scanner, computer, telephone system, etc.)
- Must be detail oriented, have excellent organizational skills and be flexible
- Ability to work well under pressure in a fast-paced, time sensitive environment with shifting priorities and multiple deadlines
- Show appreciation for and ability to respond to cultural differences, and adjust communication practices accordingly in order to minimize cross-cultural misunderstandings
- Consistent work attendance and compliance with scheduled work hours (excludes approved FMLA absences)
- Must comply with all Aspire policies and procedures, as well as Aspire's Corporate Compliance Program as it applies to individual job duties, the department, and the company
- Exercise due diligence to prevent, detect, and report unlawful and/or unethical conduct by fellow co-workers, professional affiliates and/or agents
- Must have reliable transportation to transport self/others and to attend trainings and/or meetings
- Display a positive work ethic

**PHYSICAL DEMANDS & WORKING CONDITIONS**

The nature of of work (physical, mental and visual demands) is consistent with a high activity. General office environment. The physical and working demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Heavy exposure to computers and phones
- Ability to work on a computer for extended periods of time
- Daily, weekly, monthly, and annual deadlines
- Ability to communicate effectively by phone or in person
- Specific vision abilities require close vision, distance vision, peripheral vision, depth perception and ability to adjust focus; must also have adequate vision to read correspondence(s), computer screen(s), form(s), etc.
- Prolonged sitting, some bending, stooping, stretching, reaching, standing, walking
- Manual dexterity sufficient to operate keyboard, copier, telephone, calculator, and the ability to write and/or type
- Ability to regularly lift files, open filing cabinets, climb to reach higher files and lift average-weight objects up to 25 lbs; must be able to occasionally lift and/or move 50 or more pounds
- Must be able to respond appropriately and effectively in crisis situations by using good judgment and following Aspire protocols

**BACKGROUND CHECKS**

Employment is contingent on background checks as required by Aspire’s policies which may include: Drug Test, Criminal History, Driving History Record, Sex Offender Registry Search, State Central Registry Check, Employment Verification, Education Verification, and Professional References

**SUPERVISORY RESPONSIBILITIES**

This position has no supervisory responsibilities

**WORK HAZARD CATEGORY**

Category III - Normal work routine involves no exposure to blood, body fluids, or tissues

**EMPLOYEE STATEMENT OF UNDERSTANDING**

I have read and understand the job description for my position. I understand this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required for this job. Employees will be required to follow any other job-related instructions and to perform any other job-related responsibilities requested by their supervisor. Duties, responsibilities and activities may change at any time with or without notice.

I am able to perform all of the essential functions of this position. I agree to comply with the corporate compliance policy and all laws, rules, regulations and standards of conduct relating to my position. As an employee, I will strive to uphold the mission and vision of the organization. I am required to adhere to the values in all my interactions with customers and fellow employees.

As an employee, I understand my duty to report any suspected violations of the law or standards of conduct to my immediate supervisor.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name