



Position Description

Title: Grant Writer

Organization: Coalition Against Poverty in Suffolk, Inc.

Employment Type: Volunteer position

Time Commitment: 1-10 hours a week (depends on grant writer style and deadlines)

Summary of Position: The Grant Writer is primarily responsible for identifying grant opportunities and managing the grant development and proposal process

Basic Responsibilities

- Research and stay up to date on grant opportunities; identify key submittal needs and grant submittals deadlines
- In collaboration with staff and working group gather specific data and rationale needed to develop a strong and effective grant application.
- Write or assist in preparing proposals/applications; edit draft applications for accuracy, completeness, clarity, and submittal of all required data – in accordance with grant/loan requirements
- Work with staff to prepare and submit any grant administrative reports for granting agencies/non-profits
- Attends monthly board meetings

Critical Characteristics/Skills

- Mature Christian faith, as defined by the Apostles' Creed
- Excellent verbal and written communication skills required
- Successfully understand and communicate mission and vision of CAPS
- Ability to work under pressure to meet deadlines for grant opportunities
- Excellent networker
- Self-starter with strong initiative
- Ability to delegate work load while maintaining oversight
- Well organized and attention to detail