

## **Grant Writer Job Description**

### **POSITION OVERVIEW**

The Grant Writer will write coherent, organized and compelling proposals. The Grant Writer will apply knowledge of fundraising methods and plans to reach income goals. In this role, the Grant Writer will collaborate with team members in the organization to assist with other fundraising projects and develop relationships with key stakeholders.

### **RESPONSIBILITIES**

- Establish, build and sustain relationships and collaborating with key stakeholders.
- Maintain proficient knowledge of the organization's history and programs.
- Research and Identify grant funding opportunities.
- Write, submit, and manage grant proposals.
- Furnish prospective funders with supporting documents.
- Additional duties identified by the CEO
- Achieve established targets specific to, but not limited to the following funds raised (written and secured)
- Maintain statistical reports and analyses relating to overall grant and fundraising efforts

### **QUALIFICATIONS**

- Minimum of 3 years of grant writing experience.
- Bachelor's degree
- Strong written communication skills, ability to write clear, structured, articulate, and persuasive proposals
- Ability to meet deadlines.
- Attention to detail.
- Strong editing skills.
- Excellent communication skills both written and verbal
- Demonstrate a high level of organizational skills and the ability to self-manage and prioritize a dynamic workload.
- Ability to deal with multiple levels of people effectively, in group and individual settings

**SALARY:** \$46,000

**LOCATION:** *Lansing (Remote Work Possible)*

### **HOW TO APPLY**

Send resume to: [mgbeach@miwdi.org](mailto:mgbeach@miwdi.org)