



## *Job Description*

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<b>Job Title:</b>	<b>Grant Writer</b>
<b>Division:</b>	Development
<b>Department:</b>	Administration
<b>Supervisor:</b>	Grant Manager
<b>Classification:</b>	Part-time/Non-Exempt

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### **POSITION SUMMARY**

The Grant Writer is a part-time position that reports directly to the Grant Manager. The Grant Writer is responsible for identifying grant opportunities, developing grant proposals, and managing the grant application process from start to finish for both unrestricted operating revenue and restricted projects. The Grant Writer is also responsible for submitting timely and accurate reports for all existing and new grant funded projects. This position may be asked to assist with Development events. Marbridge's goal in this position is to convey and connect our mission in a way that assists the community, families, employees, and residents through grants, partnerships, sponsorships, foundations, and fundraising initiatives. The Grant Writer will develop and maintain productive working relationships with communities, businesses, foundations, organizations, trusts, and more, supporting Marbridge in the Greater Austin Area and nationally. Professional writing, communications, and research skills are a must. A background in philanthropic funding is ideal. This position requires an individual to be detail-oriented, flexible, organized, and demonstrate effective time-management skills.

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### **ESSENTIAL DUTIES & RESPONSIBILITIES**

- Responsible for conducting the full range of duties required to research, prepare, submit and manage grant proposals to public and private grant sources.
- Perform prospect research on foundations and corporations to identify potential sources of funding and evaluate prospects.
- Work directly with the Grants Manager to acquire relevant departmental information for proposals.
- Comply with all grant reporting as required by foundation/corporate donors.
- Cultivate and maintain positive relationships with funding agencies, donors, and partners.
- Develop a thorough understanding of the Marbridge history and programs/services offered by the organization.
- Maintain current records in the donor database and in physical files, including grant tracking and reporting.
- Obtain Marbridge's permission prior to the pursuit of any funds on behalf of Marbridge.
- Provide monthly progress reporting to supervisor.
- Assist with other periodic fundraising projects as requested.
- Use innovative approaches to existing and future target funders to build and maintain support.
- Safeguard privacy and confidentiality.

- Performs other job-related duties as assigned.
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## **PHYSICAL REQUIREMENTS**

Those that are present in normal office environment conditions and infrequently may involve lifting, bending, stooping, reaching, frequent walking and sitting for extended periods of time; must be able to lift up to 10 pounds; requires normal range of hearing and vision; use of personal computer and telephone (eye and hand strain).

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## **WORKING CONDITIONS**

Position is hybrid so working conditions vary.

Part-time position with schedule flexibility based on volume and organizational needs. The Grant Writer must have flexibility to work during business hours (M-F 8a-4p) to collaborate with the Grant Manager and engage in meetings, event planning, and other organizational happenings. Position will work a minimum of 10 hours per work week, not to exceed 30 hours per work week dependent on workload.

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## **EDUCATION, EXPERIENCE & SKILLS REQUIRED**

- A Bachelors' degree from a four-year college or university; or 4 years of related experience and/or training; or equivalent combination of education and experience.
  - Strong computer proficiency with all MS Office Suite products, especially MS Word, Excel, Power Point, Adobe, foundation research bases, a CRM or donor database, and Outlook365.
  - Previous experience with non-profit grant writing – medical or special needs populations a plus. Knowledge of the needs of those who have disabilities (cognitive and/or physical, the elderly and/or senior citizens, and/or vulnerable populations.
  - Must be able to perform under pressure and adapt to changing situations.
  - Must be able to effectively communicate with others orally and in writing.
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## **STANDARDS**

- Maintains a professional appearance and behavior when in contact with customers, residents and co-workers.
- Follows Policies & Procedures in training manuals and the employee handbook.
- Recognizes that despite all efforts the company makes, the ultimate responsibility for employee health and safety rests directly with the individual, and as a condition of employment, conducts duties in a safe and healthy manner.
- Remembers the importance of providing residents with services and attitudes that ensure their safety, well-being, happiness and support the development of the whole person – physically, mentally, and spiritually.

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**PAY RANGE**

\$25-\$28/hour based upon experience

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**INTERESTED?**

To apply, please send your resume to Megan Salyer, Vice President | Human Resources, at [msalyer@marbridge.org](mailto:msalyer@marbridge.org).

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