



POSITION TITLE: Grant Writer

DEPARTMENT: Administration/ Development

REPORTS TO: Chief Executive Officer

POSITION SUMMARY: This position will work directly with the Chief Executive Officer to obtain grant funding for programs to address the needs of our guests. These duties include identifying grant opportunities, writing grants and coordinating grant activity.

SALARY: Starting salary is \$64,418-\$68,259 per year, depending on experience.

### **POSITION REQUIREMENTS**

EDUCATION: Bachelor's Degree required, preferably in public health, social services, or related field.

EXPERIENCE: A minimum of two-years of previous experience writing successful grant proposals for non-profit agencies.

POSITION KNOWLEDGE: Ability to identify and write grants from a variety of funders. Must possess excellent written communication skills. Skills to lead work collaboratively with other staff throughout the grant application process.

### **PRINCIPAL DUTIES**

- Researches grant opportunities from various sources that match the goals and objectives of the organization.
- Gathers information from various departments and writes and/or co-writes grant proposals for government, corporate and foundation funds.
- Develops/maintains effective, long-term working relationship with grantors to facilitate approval of grants.
- Follows up with grantors to determine/monitor grant status.
- When awarded a grant, sets-up process for collecting required data and monitoring progress.
- Works with departments to share information about grant requirements and provide support in creating grant implementation processes.
- Writes and submit grant progress and final reports.
- Assists in reviewing and editing writing from other staff members.
- Performs other duties as assigned.
- Will embrace our mission statement and work to enrich the lives of the clients we serve.

St. Mary's Dining Room provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

*St. Mary's Dining Room's mission is to respond to poverty in San Joaquin County by feeding the hungry, caring for health issues and restoring human dignity to over 700 individuals each day.*

If interested, please send cover letter, resume, and writing sample to: [plinden@stmarysdiningroom.org](mailto:plinden@stmarysdiningroom.org)