



Job Title:	Grant Writer	Job Category:	Administration
Department/Group:	Administration Office	Job Code/ Req#:	GW2010
Location:	Joliet, IL	Travel Required:	No
Level/Salary Range:	Performance Based Only	Position Type:	Intern, volunteer
HR Contact:	Mac Willis	Date posted:	2010
Will Train Applicant(s):	N/A	Posting Expires:	Perpetual
External posting URL:	http://www.unitycdc.org/newjobsmainmenu.html		
Internal posting URL:	http://www.unitycdc.org/newjobsmainmenu.html		

Applications Accepted By:	
E-mail: mwillis@unitycdc.org Subject Line: Grant Writer Position Attention: Mac Willis	Mail: Mac Willis Unity Community Development Corporation Administration 201 Briggs Street Joliet, IL. 60433

Job Description

Responsible for writing proposals for both unrestricted operating revenue and restricted projects and for submitting timely and accurate reports for all existing grant funded projects.

Major Responsibilities:

Responsible for conducting the full range of activities required to prepare, submit, and manage grant proposals to foundation and corporate sources.

- Perform prospect research on foundations and corporations to evaluate prospects for corporate and foundation grants.
- Work with finance to gather information necessary to report to corporate/foundation funders on current grant programs.
- Comply with all grant reporting as required by foundation/corporate donors.
- Provide stewardship to current donors, including work with Grants & Research Manager to provide regular written updates (newsletters etc) to corporate and foundation donors.
- Understanding of institutional history and programs.
- Make appointments for VP Development and Grants and Research Manager with foundation officers and other prospects, arrange for onsite tours for supporters (foundation officers, foundation trustees).
- Maintain current records in database and in paper files, including grant tracking and reporting.

Disclaimer: This job description is intended to provide the general nature and level of work to be performed by Grantwriters within this classification. It is not intended to be all inclusive of the job duties, responsibilities, and qualifications required of volunteers assigned to this job. The commissioner may also perform other duties as required and approved by Office of President. The above duties are subject to change at any time.



- Track statistics relevant to development and provide department with written materials necessary for donor stewardship (visitor number and diversity, educational program attendance, etc).
- Work with Grants & Research Manager to provide development input for all written institutional materials (including Annual Report, Member magazine).
- Assist with other fundraising projects as requested

Knowledge and Skills:

- Strong written communication skills; ability to write clear, structured, articulate, and persuasive proposals.
- Strong editing skills.
- Attention to detail.
- Ability to meet deadlines.
- Knowledge of fundraising information sources.
- Experience with proposal writing and institutional donors.
- Knowledge of basic fundraising techniques and strategies.
- Knowledge and familiarity with research techniques for fundraising prospect research.
- Strong contributor in team environments

Qualifications:

- Minimum of two years experience with grant writing.
- Previous experience with non-profit fundraising.
- Experience working in deadline-driven environments.
- Able to work well in a team environment, handle multiple assignments and meet deadlines.
- Able to monitor and meet income goals.

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	

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