



**POSITION TITLE:** Grant Writer

**RESPONSIBLE TO:** Chief Executive Officer

**Job Description:** The Grant Writer will support the organization's mission by identifying, researching, and writing grant proposals to secure funding from private, corporate, and government sources. Reporting to the CEO, the Grant Writer will collaborate with program, finance, and administrative teams to ensure timely and accurate submissions of grant applications, reports, and compliance materials. This role requires exceptional writing skills, attention to detail, and the ability to align organizational goals with funding opportunities.

**Duties and Responsibilities:**

- Adhere to the Mission, Core values and Vision of Envision Community Services (ECS)
- Research and identify prospective funding opportunities from private, corporate, and government sources.
- Write compelling grant proposals, Letters of Inquiry (LOIs), and reports tailored to funders' guidelines and priorities.
- Collaborate with the CEO & Grant Compliance Coordinator and relevant staff to gather required data, supporting documents, and financial information.
- Maintain a schedule of application deadlines and ensure timely submission of all materials.
- Monitor and report on grant-funded projects to ensure compliance with grant agreements and organizational policies.
- Develop and maintain detailed records of grant applications, awards, and rejections in organizational tracking systems.
- Assist in donor stewardship by drafting acknowledgment letters and providing funders with updates on funded programs.
- Support the Grant Compliance Coordinator in preparing for funder site visits and audits.
- Stay informed on funding trends, policies, and best practices in grant writing and compliance.
- Conduct thorough research to identify potential funding sources and grant opportunities that align with our organization's mission and programs.
- Write clear, persuasive, and well-structured grant proposals that effectively communicate our goals, objectives, and needs.
- Develop budgets and financial reports that accurately reflect project costs and funding requirements.
- Collaborate with program staff to gather information necessary for proposal development, including program descriptions, outcomes, and evaluation plans.
- Edit and review proposals to ensure clarity, coherence, and adherence to funder guidelines.
- Maintain accurate records of submitted proposals and track their status in databases such as Raiser Edge.

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- Assist in program development by providing insights on funding trends and best practices in grant writing.
- Provide support for special events and fundraising activities as needed.
- Other duties as assigned by the CEO

### **Requirements & Qualifications**

- Proven experience in grant writing with a strong portfolio of successful proposals.
- Proficiency in proposal writing, financial report writing, technical writing, and budgeting.
- Strong research skills to identify funding opportunities relevant to our organization's mission.
- Excellent editing skills with a keen eye for detail.
- Strong organizational skills and the ability to manage multiple projects simultaneously.
- A passion for our mission and a commitment to making a difference through effective program development.
- Strong analytical and research skills, with proficiency in MS Office (Word and Excel).
- Excellent written and verbal communication skills.
- Highly organized, detail-oriented, and able to manage multiple deadlines effectively.
- Ability to work independently and as part of a team, with a cooperative and professional demeanor.
- Knowledge of Grant research and CRM Systems is a plus.
- Bachelor's degree in a related field or equivalent professional experience in grant writing, preferably in a nonprofit setting

### **Preferred Skills:**

- Experience in nonprofit funding and familiarity with government grant processes.
- Strong interpersonal skills to build relationships with funders and stakeholders.
- Bilingual skills (e.g., Spanish/English) are a plus but not required.

### **REQUIRED SCREENINGS/ TRAININGS**

1. Background Check
2. Sexual Harassment Training
3. Non-disclosure Agreement
4. Annual professional development training consisting of 16 hours assigned by ECS
5. Mandated reports and any other internal training/s brought by ECS

### **Salary and Benefits:**

- Health benefits
- Salary range: Based on experience & Qualifications

### **OTHER:**

- ECS is an "At-Will" employer and reserves its rights to practice as such.

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