

TITLE: Grant Writer
REPORTS TO: Sr. Major Donor Officer
DEPT: Development

SCHEDULE: Mon.-Fri
REVISED: 05/01/2024

The Winston-Salem Rescue Mission (WSRM) is helping our hurting neighbors find hope and healing through the transforming gospel of Jesus Christ. WSRM considers every position one of ministry and a vital and valued part of our staff. Therefore, it is essential that all employees of WSRM have a personal relationship with Jesus Christ and subscribe to our Mission, Core Values, and Statement of Faith.

SUMMARY OF POSITION:

We are seeking an experienced and successful grant writer. The Grant Writer will be responsible for researching, writing, and editing grant proposals to secure funding for our organization. The ideal candidate will have strong technical writing skills, strategic planning abilities, and experience in fundraising.

DUTIES AND RESPONSIBILITIES:

This position will work as part of the Development department to raise money for the organization’s mission. The person in this role will search for available grants and research their requirements to find opportunities that align with the organization’s mission. They will communicate with the Winston-Salem Rescue Mission (WSRM) leadership to confirm interest in collaborating with the foundation or company offering the grant. The person in this role should be an effective Grant Writer with excellent research and communication skills. They should be able to clearly communicate in both written and verbal communication, especially in grant proposals, as this is their primary duty.

Duties will include but are not limited to:

- Conduct thorough research to identify potential funding opportunities
- Write and edit grant proposals, ensuring they are compelling, persuasive, and meet all requirements
- Collaborate with program managers and other staff members to gather necessary information for grant applications
- Develop and maintain a comprehensive understanding of our organization's programs and initiatives
- Monitor and track grant deadlines and reporting requirements
- Maintain accurate records of all grants applied for and received
- Assist in the development of budgets for grant proposals
- Collaborate with finance department to ensure accurate financial reporting for grant applications
- Stay up-to-date on industry trends and best practices in grant writing

EDUCATION/EXPERIENCE:

- Bachelor's degree in a related field (preferred)
- Proven experience in grant writing, preferably in a nonprofit setting

SKILLS & QUALIFICATIONS:

- Strong technical writing skills with the ability to convey complex information in a clear and concise manner
- Excellent research skills to identify relevant funding opportunities
- Proficiency in strategic planning and the ability to align grant proposals with organizational goals
- Familiarity with fundraising strategies and techniques
- Experience using Sales Force or similar fundraising software is a plus
- Ability to work independently and meet deadlines
- Detail-oriented with strong organizational skills

WORKING CONDITIONS/PHYSICAL FACTORS:

Occasionally = 1%-33%; Frequently = 34%-66%; Continuously = 67%-100%

Standing:	Occasionally	Lifting:	Occasionally, up to 25 lbs.
Climbing:	Occasionally	Walking:	Frequently

The work is typically performed in an office environment while sitting, standing, or stooping. The employee occasionally lifts light and heavy objects, weighing up to 25 pounds.

Employee Signature

Date