



## JOB DESCRIPTION

**Title: Junior Grant Writer**

**Reports to: Marketing Manager**

**Department: Marketing**

**FLSA Status: Part Time/Non-Exempt**

**\*This position does have remote capabilities**

### **GENERAL SUMMARY**

As a Junior Grant Writer for the Homeless Empowerment Program, you will play an integral role in supporting our organization's mission to provide housing, food, clothing, and support services to homeless and low-income individuals and families, including Veterans. Your primary responsibility will be to assist in researching, writing, and submitting grant applications to secure funding for our programs and initiatives. We are looking for a detail-oriented and passionate individual to join our team and contribute to our ongoing efforts to improve the quality of life for those in need.

### **PRINCIPAL RESPONSIBILITIES**

- Reports directly to the Marketing Manager for all day-to-day operations
- Obtain knowledge of all aspects of grant writing through mentorship with Senior Grant Writer
- Collaborate with senior grant writer and program staff to identify potential funding sources aligned with our organization's mission and programs
- Conduct thorough research on various grant opportunities, recognition awards, and sponsorship opportunities from foundations, civic groups and corporate giving programs
- Utilize online databases, grant search engines, and resource directories to research and identify potential grant opportunities, recognition awards and sponsorship programs
- Review the eligibility requirements, funding priorities, and guidelines of each potential funding source to ensure alignment with our organization's mission and programs
- Gather information on deadlines, application processes, and evaluation criteria for each funding opportunity
- Identify any additional requirements, such as letters of inquiry, required documents, or supporting materials that need to be prepared for each funding opportunity
- Expand your research beyond traditional grant opportunities to include recognition awards and sponsorship programs that may provide financial or non-financial support to our organization
- Closely monitors any subscriptions for helpful information

#### **Grant Application Writing:**

- Prepare compelling grant applications by understanding the specific requirements and guidelines of each funding source



- Collaborate with senior grant writer, program managers and staff to gather relevant information, data, and success stories
- Write clear, concise, and persuasive narratives that effectively communicate our organization's goals, impact, and need for funding
- Ensure that grant applications are submitted in a timely manner and comply with all submission requirements

#### **Grant Management and Reporting:**

- Assist in tracking and managing active grants, including progress reporting, compliance, and acknowledgments
- Maintain accurate records of grant applications, funding sources, and outcomes
- Collaborate with program staff to gather data and information necessary for grant reporting requirements
- Contribute to the creation of funder-specific reports and impact statements, highlighting program achievements and outcomes

#### **EDUCATION, KNOWLEDGE AND SKILLS**

- One year of hands-on professional experience with grant writing
- Sensitivity to the cultural diversity of clients to successfully work with diverse racial, ethnic, and economic groups
- Proficient in Microsoft Office Suite (Outlook, Word, Excel, Power Point)
- Working knowledge of Adobe Acrobat
- Experience working with various types of staff within an organization
- Effective communication skills both verbally and written
- Ability to adapt to change quickly
- Must be able to work independently as well as a team player
- Excellent organization and attention to detail

#### **PHYSICAL DEMANDS AND WORKING CONDITIONS**

- Sitting for long periods of time, standing, bending, reaching, climbing, stooping and physical environment requires the employee to work in an office environment
- Typing on a daily basis
- Walking and standing on uneven surfaces while on campus
- Must be able to successfully pass a background check (including MVR), drug and alcohol screening



*The above declarations are not intended to be an "all-inclusive" list of duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the job, and be a reasonable representation of its activities.*

*HEP is a Drug Free Workplace and Equal Opportunity Employer. HEP does not discriminate against any class of protected persons covered by applicable law in its hiring and/or advancement opportunities. HEP encourages people of all minority statuses to apply.*

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Employee Signature

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Date