



I Turn Research into Empowerment and Knowledge

Grant Writer

Committee:	Fundraising Committee
Location:	Virtual
Job Title:	Grant Writer
Reports To:	Fundraising Committee Chair

Type of position: <ul style="list-style-type: none"><input type="checkbox"/> Full-time<input type="checkbox"/> Part-time<input type="checkbox"/> Contractor<input type="checkbox"/> Intern<input checked="" type="checkbox"/> Volunteer	Hours_____ / week <ul style="list-style-type: none"><input type="checkbox"/> Exempt<input type="checkbox"/> Nonexempt<input checked="" type="checkbox"/> N/A
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General Description

The Grant Writer is responsible for researching and identifying potential donors from foundations, corporations, individuals, planned giving, etc. in conjunction with the Fundraising Committee Chair and Board of Directors. S/he is also responsible for preparing letters of intent, grant applications, proposals and letters of request to identified funding sources. The Grant Writer will also be required to identify new funding sources, (Federal, State, and Local) to support i-Trek's ongoing mission and disseminating timely information and will work in tandem with the Board of Directors to support a strategy to raise sufficient funds to maintain and ultimately expand the mission of the organization.

Essential Duties

- Write, compile and submit grant proposals and Letters of Request (LORs) to foundations, government agencies and corporations and coordinate with the Board of Directors on timing of submissions and development of strategy.
- Research new grant opportunities and conduct prospect research on foundations, corporations, government agencies and individuals, to include on-site meetings and site visits with potential clients.
- Schedule and arrange for timely, ongoing grant meetings to discuss funding strategy and grant development. Should analyze and distribute appropriate information and applications at such meeting.
- Support sponsorship cultivation efforts for i-Trek events through networking activities and interfacing with and aligning fundraising messaging with overall organization communications and strategies for fundraising efforts.
- Establish and maintain electronic grant development files and/or devise a mechanism for tracking grant applications, awards, rejections, debriefs and scores.

Work Experience Requirements

- A minimum of six months experience in grant writing, development and fundraising for a nonprofit organization and demonstrable knowledge of all aspects of fundraising, grant writing, researching, etc.
- Strong articulation with exceptional oral and written communication skills
- Possess ability to work in a collaborative manner with all stakeholders in a diverse setting. Willing to ask and respond to feedback and be able to provide meaningful feedback to others.
- Proficiency with Google Docs
- Basic computer literacy and some knowledge of word processing software and email
- Ability to set priorities, multitask, manage time, meet deadlines and be willing to take initiative to ensure a project succeeds as necessary. An impeccable commitment to follow through and attention to detail is a must.

Education Requirements

- Bachelor's Degree or equivalent

Normal Working Hours and Conditions

- All volunteers are expected to attend monthly committee conference calls and complete and assigned tasks.
- Applicants are expected to have timely responses to email.
- Commitment will not exceed 10 hours per week.
- Volunteers must comply with i-Trek's Volunteer Code of Conduct (provided shortly after initial interview to all perspective applicants).
- Hours outside of your usual schedule will be expected (some evenings and weekends will be necessary).
- All volunteers should be willing and able to work virtually.

Reviewed By:		Title:	
Approved By:		Title:	
Date Posted:			
Date Hired:			

Equal Opportunity Employer

i-Trek is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.