



Grant Research & Writing Specialist

Department: 1122

FLSA Status: Exempt

Grade/Level: Regular

Work Schedule: Monday-Friday, 8:30am-5:00pm
Occasional evenings, weekends and holidays are required.

Job Status: Full Time

Reports To: Vice President of Development

Amount of Travel Required: Minimal

Positions Supervised: None

POSITION SUMMARY

The Grant Research & Writing Specialist assists in the research, planning and coordination of the grant application process to support the Center's various operating, programmatic and capital needs and projects. S/he serves as a key member of the development team and provides general support to the department during peak periods and as needed to ensure the team's success.

Essential Functions Statement(s)

- Research, draft, assemble and submit grant applications.
- Maintain a calendar of submission and reporting deadlines.
- Keep clear, up-to-date and accurate physical and electronic records of all submissions, awarded grants, reports and all other relevant documents.
- Monitor budget expenditures for grant compliance and assist VP of Development in preparing required financial reports and budget adjustments for grant awards.
- Coordinate with various Clay Center teams to ensure the full and accurate collection of all data required to track progress of various ongoing grant funded programs and meet reporting deadlines. Collect photographs, videos, testimonials and impact stories to humanize grant outcomes and impacts.
- Support the team by providing content for appeal letters, acknowledgments, website, annual reports and other donor communications.
- Provide administrative and other support to development team members.
- Attend all fundraising events and assist with on-site logistics.

SKILLS & ABILITIES

Education: Bachelor's Degree

Experience: One to three years related experience

Computer Skills: Proficiency in MS Word, Excel, Outlook, and PowerPoint; experience with The Raiser's Edge, preferred

Other Requirements: This position will assume a leadership role in each of the major steps of securing and administering grant funding including: 1) Undertaking prospect and pre-development work 2) Writing proposals, including strong budget and evaluation components and 3) Maintaining relevant communications with funders through interim and final reports or other required means.

POSITION QUALIFICATIONS

Competency Statement(s)

- Leadership - Ability to influence others to perform their jobs effectively and to be responsible for making decisions.
- Analytical Skills - Ability to use thinking and reasoning to solve a problem.
- Accuracy - Ability to perform work accurately and thoroughly.
- Autonomy - Ability to work independently with minimal supervision.
- Communication, Written - Ability to communicate in writing clearly and concisely.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Presentation Skills - Ability to effectively present information publicly.
- Working Under Pressure - Ability to complete assigned tasks under stressful situations.

PHYSICAL DEMANDS

N (Not Applicable)	Activity is not applicable to this position.
O (Occasionally)	Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
F (Frequently)	Position requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
C (Constantly)	Position requires this activity more than 66% of the time (5.5+ hrs/day)

Physical Demands

		Lift/Carry	
Stand	O	10 lbs or less	O
Walk	O	11-20 lbs	O
Sit	O	21-50 lbs	O
Manually Manipulate	O	51-100 lbs	N
Grasp	O	Over 100 lbs	N
Reach Outward	O		
Reach Above Shoulder	O		
Speak	F	Push/Pull	
Climb	N	12 lbs or less	O
Crawl	N	13-25 lbs	O
Squat or Kneel	O	26-40 lbs	O
Bend	O	41-100 lbs	N

WORK ENVIRONMENT

Indoors-Climate Controlled

Prepared by: _____ Date: _____

Approval Signature: _____ Date: _____

Employee Signature: _____ Date: _____

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's

ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.