

COMMUNITY AGAINST VIOLENCE

JOB DESCRIPTION

Revised 01.25

JOB TITLE: Grant Writer
REPORTS TO: Executive Director
HOURS: 32 Hours per week
SALARY: \$25-27 + Benefits, Non-Exempt

SCOPE OF POSITION: The Grant Writer is responsible for researching, preparing, submitting, and writing grant proposals and applications that support agency goals and meet funder guidelines and criteria. This person serves as the primary grant writer, collaborates closely with the Finance Director and other CAV staff to identify agency needs, manages funder relationships, identifies new funding opportunities, submits reports on compliance and deliverables, among other grant-related duties. This position requires strong writing, data analysis, program budgeting and project management skills, with an emphasis on outcome measurements.

PRIMARY RESPONSIBILITIES:

- Responsible for timely research, development, writing, and submission of federal, state, local government, corporate and private foundation grant/funding applications as agreed upon. Preparing and organizing materials for proposals, including researching statistics, trends and data and agency information.
- Maintain and build relationships with funders and other strategic partners on a local, state, and national level.
- Draft proposals/LOIs, grant application narratives, budgets, and other documents. Collaborate to finalize each document with program staff, the Finance Director, and the Executive Director
- Establish and maintain key relationships with staff to enhance knowledge of agency and program needs and services to include in grant proposals. Collaborate closely with key staff during the writing process to ensure inclusion of best and emerging practices.
- Research and pursue new potential funding sources and keep abreast of funding shifts within existing funding streams as it affects grant/funding application.
- Responsible for management, master calendar, and tracking of grants, submitted funding applications, and funding prospects with associated deadlines, correspondence, and documents.
- Coordinate and communicate with the Finance Director, and other relevant staff, in preparing fiscal portions of the grant applications.
- Maintain communication with Executive Director and Finance Director on agency and program needs, status of grant request for proposals and applications, personnel, budget, and other pertinent items related to development and grant operations.
- Responsible for obtaining and maintaining current files of standard grant support documents and attachments and be aware of the cycles of updated pertinent documents.

- Maintain grant compliance and reporting protocols, including outcome measurements, progress toward deliverables and program goals, and budgets in a timely manner.
- Prepare a monthly report on the status of grant and funding applications activities for the leadership team.
- Maintain a calendar of due dates for applications and reports to be shared with the Finance and Executive Directors.
- Ensure acknowledgment of funders/investors via website, e-newsletter, and social media.
- Attend staff meetings, other staff events and trainings as required.
- Engage in situational supervision structure and actively examine how this work impacts you and how you impact the people that you work with as well as co-workers.
- Be available to support the Agency in the community as needed and requested by the Executive Director.
- Attend grantor's bidders' conferences, request for proposal trainings, application informational sessions as appropriate and needed for grant/funding applications and as requested by the Executive Director.
- Abide by the confidentiality required by CAV.

Additional Qualifications:

- Verbal and written skills, computer skills, and collaborative communication skills.
- Minimum two years' experience in grant writing preferred.
- Proficient in PC-based programs, such as Microsoft Word, Excel, and Adobe.
- Detail-oriented and thorough.
- Ability to work well under pressure and meet deadlines,
- Ability to manage work situations in a discreet and professional manner.
- Ability to work flexible schedule, if necessary.

MINIMUM STAFF QUALIFICATIONS:

High school diploma/GED plus two years relevant experience and 40 hours of relevant training initially and additional 20 hours annually, may include NMCADV, NMCASP, CSVANW, VOCA, or VAWA training.

CAV is an Equal Opportunity Employer. This means that all persons are eligible to be employed, promoted, or discharged, without regard to their sex, sexual orientation, race, religion, disability, age, ancestry, serious medical condition, gender identity, or national origin. CAV does not tolerate retaliation against any employee or client who filed grievance, made a complaint, or questioned the handling of a discrimination charge.