

FAIR Grant Writer

Job Description

Time required: Approximately 5 hours per week

Grant Writers:

1. Researches, explores, and cultivates funding opportunities from state and federal agencies, public corporations, private foundations, and individuals
2. Researches and reports on what other rescue organizations throughout the country are doing to obtain grants
3. Assists with researching institutional sources of support for programs
4. Fosters positive relations with foundation and corporate funding sources
5. Matches prospective FAIR projects with potential funding sources
6. Maintains records of grant deadlines and submissions
7. Develops proposals in response to grant opportunities
8. Prepares reports on grant activity
9. Reports to the Capital Campaigns Director
10. Maintains knowledge of FAIR and a personal commitment to its goals and objectives
11. Performs other responsibilities as assigned by the President, the Executive Board, or the Governing Board

Grant Writers should have:

- Consistently excellent written, oral communication and critical thinking skills
- Experience and grant writing, with experience in a non-profit setting highly desired
- Excellent computer skills
- A high level of energy and commitment to the mission and goals of the organization
- High attention to detail and strong organizational skills
- Strong interest in fundraising and some interest in financial management