

Position: Grants Writer, Part-time

The Grant Writer is responsible for composing applications and reports for institutional funding and donors which finance projects and programs that support the organization's overall mission, goals and specific projects.

Responsibilities and Duties:

The Grant Writer is responsible for composing, responding and following up on competitive calls for proposals, issued by international and domestic institutional funds and donors. In addition, the writer will prepare and submit required reports about programs and projects progression and success. The writer must have a deep understanding of the organization's vision, strategy and goals and how they apply to the grant requirements.

Duties include:

- Managing overall grant process from concept proposals to submission
- Managing the grant and reporting calendar, ensuring all proposals and reports are reported and submitting in a timely manner
- Planning of project budgets
- Determining program funding needs
- Complying with the application's structure, submitting and timeline requirements and regulations, managing timelines and deliverables
- Collecting materials from project managers, preparing financial and narrative reports

Skills and Qualifications:

The ideal candidate for this role should have superior organizational, writing and budgeting skills. The Grant Writer will ensure that grant programs operate efficiently, streamline grant administration.

- Bachelor's degree with higher education preferred
- At least 2 years experience in fundraising, project management and/or finance in the non-profit sector
- Methodical and strategic thinking
- Prior experience working with institutional funders, writing proposals, reporting, etc.
- Excellent writing skills
- Strong project management skills
- Budgeting and/or accounting experience
- Knowledge of donor procedures and requirements
- Strong computer skills especially Excel
- Proficiency in English language (reading, writing and speaking)
- Identification and passion for the mission of the organization

Compensation:

This is a part-time position. Salary is competitive and commensurate with background and experience.

To Apply:

E-mail resume with cover letter to: office@theparentscircle.org