

GRANT Writer

Job Description

Overview: Beyond Housing helps entire communities become better places to live. We engage where we're needed, focusing on building consensus among leaders, providing and preserving housing, fostering community structures that shape lives, and guiding systems that make people's lives better.

We lead with vision for what a community can be ~ every community is different, but thriving communities tend to share the same basic set of positive traits regarding housing, safety, education, health, infrastructure, and access to basic human services.

We bring together leaders and resources, volunteers and citizens, and pursue a wide assortment of creative approaches to build stronger, healthier communities for life.

Finally, we are community builders, not kingdom builders. "It's their neighborhood, future, & dreams". Our objective is to help build and contribute the good things we do for the sake of adding value to the lives of the people we're honored to serve.

DUTIES:

- Write and edit proposals and concept papers in response to RFPs.
- Research funding opportunities (e.g. monitor websites and other media outlets and foundation publications for relevant RFPs).
- Manage a grant calendar of RFP deadlines.
- Research demographic and other quantitative information in support of proposals.
- Coordinate timely submission of proposals in conjunction with designated program staff.
- Host grant Kick-Off meetings with appropriate program and compliance staff once grants have been awarded.
- Upload grant information, once awarded, into the Asana software system.
- Work with accounting staff on budgets and financials relative to grant proposals and submissions.

Personal Qualities:

- Collaborative -- A dynamic personality that is collaboratively minded, can recognize and identify strengths, seek consensus around mutual goals, and build meaningful relationships.
- Creative, Critical Thinker -- A systems-thinker and builder, who is not afraid to be innovative in designing solutions and has skills in articulating these ideas and concepts.
- Methodical -- Strong analytical, systems, and problem-solving skills to evaluate performance, prepare reports, and recommend/implement solutions using independent judgment. Ability to move from concepts to action through strong program design and evaluation.
- Reliable -- Leadership skills that reflect and value a team approach, demonstrated integrity, effectiveness, efficiency, and the ability to deliver high quality service. Highly capable of handling multiple tasks, projects and timelines. Excellent oral and written communications skills.
- Trusted -- Ability to work with residents, partners, and staff of diversified backgrounds with a positive, optimistic, solutions oriented attitude. Shares a deep respect for the community, its stakeholders and the residents that we serve.
- Driven -- Passion for the work and an interest in continuous learning and improvement.



Required Qualifications:

- This is an entry-level grant writing position. Must demonstrate excellent writing skills and a willingness to learn in a fast-paced/non-profit environment.
- Good organizational and self-motivational skills.
- Excellent writing, editing, research, and oral communication skills.
- Able to work quickly and produce quality work under tight deadline requirements.
- Able to plan, prioritize, shift priorities if necessary, and coordinate multiple projects to meet deadlines.
- Able to conduct demographic and quantitative research in support of proposals.

Preferred Experience and Qualifications:

- BA, BS with preferred course work in Business, Finance or another related field.
- Strong computer skills, including MS Office (Word, Excel and Outlook).
- Ability to work with little supervision, with a variety of peers and with management.
- Ability to train, inspire and motivate others.
- Excellent attention to detail and ability to meet deadlines.
- Ability to manage multiple complex tasks and/or projects simultaneously while addressing the needs of the office, ability to maintain composure under pressure.
- Highly organized, self-starter with good interpersonal, problem-solving and analytical skills.
- Ability to anticipate needs, see opportunities and use good judgment in dealing with confidential information.
- Ability to analyze and review operational procedures, identify problem areas and optimize performance through procedural changes.
- Proficiency in communicating effectively, including an ability to write and speak clearly.

Supervisor:

Associate Director of Development

Salary and Benefits:

- Full-time salaried position with benefits for full-time position as determined in current Beyond Housing Employee Handbook

Application Instructions:

Please send **resume, cover letter** in MS Word format to hr@beyondhousing.org by January 30, 2021.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of all responsibilities, duties, and skills required. Beyond Housing is an Equal Opportunity Employer.

At Beyond Housing, we are committed to promoting ***Diversity, Inclusion, and Equity*** throughout our organization and culture. We strive to understand and appreciate the individuality of every employee and create a better place to work for all. We nurture a culture where everyone positively acknowledges equity through action and is aware, understanding, and appreciative of diversity.

Our vision is to go beyond simple tolerance and fully embrace the things that make each person unique. We recognize that our employees' differences support our ability to advance equity for the communities we serve. Further, we understand that equity is critical to the fulfillment of our mission to help entire communities become better places to live.