



### **Job Description: Grant Writer**

The Grant Writer at PIC is responsible for raising money to support the organization's mission. They will search for available grants and funding opportunities and research their requirements to find opportunities that align with the organization's mission. They are highly motivated and take initiative to seek out new funding leads. They are confident when making suggestions and pursuing all possible avenues for securing grants for the organization. They are a natural storyteller and supplement their creativity with data-driven research, sharing information about the goals that appeal to each grant provider's unique mission and show them that we will be good stewards of their grant money. They enjoy taking a systematic approach to writing and are perfectionists when preparing a final product with exemplary attention to detail. Attention to detail, your ability to efficiently allocate your cognitive resources to achieve thoroughness and accuracy when accomplishing tasks, no matter how small or large. The Grant Writer's main role is to support the financial sustainability of Partners In Care Maryland, Inc. (PIC).

### **Duties and Responsibilities**

- Researches and identifies new government (local, county, state), corporate, private and public foundations and private funding prospects to match PIC priorities;
- Generates high-quality proposals, narratives, applications and supporting documents in response to solicitations consistent with all policies and procedures of PIC, and the requirements and guidelines of the funding agencies;
- Generates revenues for PIC programs through timely submission of well-researched, well written and well-documented grant proposals;
- Maintains primary responsibility for grant schedules and tracking grants;
- Serves as a liaison to all funding agencies and organizations;
- Works with appropriate personnel to research, develop, write and submit letters of inquiry, and grant proposals;
- Coordinates and follows-up on the progress of submitted proposals;
- Coordinates with CEO to create expenditure and income budgets to accompany proposals;
- Develops and maintains a master file on pending grants and contracts;

- Remains up-to-date on current issues relative to grant proposals;
- Meets with staff to discuss current and new funding needs;
- Become familiar with and adhere to policies and procedures of PIC regarding grant management;
- Inform CEO on the progress of all grants and issues that may arise with each grant.
- Maintains confidentiality of information exposed to in the course of business regarding grant management and funding;
- Other duties as assigned.

### **Minimum Education, Skills and Abilities**

- Bachelor's degree in English, communications, creative writing or a related area
- Three to five years' experience as a successful grant writer, preferably with a community-based organization focus
- Experience should demonstrate a proven track record of securing new funding opportunities: comprehensive knowledge of research, and the ability to distinguish and identify opportunities for PIC programs
- Previous grant budget development and management
- A proven record of securing major grants with certifiable references
- Knowledge of grant application process, scoring criteria and funding cycles
- Previous grant application, submission, approval and management of funds
- Excellent verbal and written communication skills
- Ability to research and understand programs and funding requirements of the organization
- Be highly organized with the ability to implement systems and follow-up processes
- Exemplary organizational skills, the ability to manage multiple projects simultaneously and meet firm deadlines required
- Ability to prioritize
- Ability to handle confidential matters with utmost integrity
- Excellent Computer skills (Microsoft Office Word, PowerPoint and Excel), Google Drive, and database management skills
- Must be able to interact effectively with management, donors, government and foundation funders with the utmost discretion and confidentiality
- Experience in Fundraising is helpful
- Experience in Public Relations and Mass Communications helpful
- Valid Drivers' License with insurable driving record
- Writing Samples required

### **Special Requirements**

- Subject to a criminal background check prior to employment.

**Position Details**

Report to CEO

This is a Part Time position (20-30 hours weekly)

Hourly rate is \$25-\$30

This position is not eligible for benefits

**About Partners In Care Maryland, Inc.:**

Partners In Care Maryland, is an impactful organization that invest in the Older Adults of our communities. Our team consists of bright, energetic and talented people who have a passion for making a difference in the world by helping underserved communities. See more about us on our website: [partnersincare.org](http://partnersincare.org)

**Comments:** E.E.O.C. No phone calls please. Interested Candidates should respond to this job post site or send a resume and cover letter to [heatherbobbitt@partnersincare.org](mailto:heatherbobbitt@partnersincare.org) with the job title in the subject line or mail to Partners In Care at 8151-C Ritchie Hwy, Pasadena, MD 21122.