



Supporting Older Adults in Our Community

Job Description

Title: Grant Writer
Reports to: CEO
Salary: Based on experience
Status: Non-Exempt

About the Organization:

Partners In Care Maryland, Inc. (PIC) is a 501c3 non-profit organization whose mission is to empower older adults to age in the community through a unique culture of service exchange. Established in 1993, PIC provides neighborly, niche services such as transportation, handyman repairs, and case management to ensure that our older neighbors continue to age in their own homes safely, independently, and with dignity.

Responsibilities:

- Prepare documents, create drafts for approval, and submit proposals.
- Research and determine proposal opportunities.
- Coordinates with contributors to ensure grant requirements are met.
- Enters, updates, and maintains grant data tracker and calendar.
- File and maintain grant paperwork.
- Attend offsite meetings and conduct proposal presentations.
- Partner with the CEO to develop grant writing strategy.
- Other duties as assigned.

Qualifications:

- Must have a bachelor's degree in Business Administration or related field.
- Must have 3+ years grant writing experience.
- Verifiable experience in grant project budget planning.
- Ability to understand the needs of the agency and the grant funding organization.
- Proficient with office equipment and software including spreadsheets.



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- Ability to manage multiple tasks and associated resources.
- Self-started and team player.
- Experience, willingness, and ability to collaborate and communicate with diverse teams and external partners.
- Ability to prioritize.

Comments: E.E.O.C. Interested Candidates should forward a resume with cover letter to careers@partnersincare.org with the job title in the subject line or mail to Partners In Care Maryland, Inc. at 8151-C Ritchie Hwy, Pasadena, MD 21122.