

**Youth Shelters & Family Services  
Job Description**

**TITLE:** Grant Writer  
**SUPERVISOR:** Executive Director

**PURPOSE:** Prepare proposals and grant applications and grant reports; prepare quarterly newsletter, actively create content for organization's social media platforms, identify, develop and respond to public and private grant opportunities, participate in periodic audits of grants as necessary. Work is performed under broad direction of the Executive Director, with the majority of work performed independently.

**GENERAL DUTIES**

- Maintain familiarity with all aspects of Youth Shelters and Family Services (YSFS) philosophies, integrating and applying philosophies into everyday interactions and practice.
- Maintain familiarity with and abide by all aspects of YSFS internal policies and procedures.
- Participate as a member of agency and program teams.

**PRIMARY DUTIES**

- Prepare and submit grant proposals within deadlines, in accordance with grantor requirements, organizing and coordinating information needed to respond to opportunity fully and effectively.
- Take lead role in preparing grant reports based on grantor requirements. Assist various department staff in writing or providing information necessary to prepare periodic reports to comply with grant requirements.
- Provide administrative support to the direct care programs, as needed, specifically with regard to data collection, evaluation and reporting for agency grants and contracts.
- Participate in preparation of quarterly newsletter and organize distribution to grantors, donors, and prospective donors.
- Participate in preparing content for organization's social media platforms coordinating content and visuals with program staff.
- Research and identify new government, corporate, foundations, and private funding prospects.
- Possess broad knowledge of organizational structure, functions and needs.
- Keep a well-organized portfolio of grant proposals and regularly update schedule of grant proposal and grant reporting deadlines.
- Customarily and regularly exercise discretion and independent judgment, assume responsibility and work under minimum supervision.
- Maintain dynamic interaction with the Executive Director concerning legal issues and program functioning.

I understand and will comply with the job requirements listed above. \_\_\_\_\_ Employee Initials

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**SPECIFIC PROGRAM DUTIES**

- A. Write persuasive funding proposals and serve as the project team leader for all grant activity, including complex funding approaches. This involves effective collaboration with staff at all levels. Be familiar with submitting proposals in hard copy, by email, online, and through various government agency application portals.
  - Perform prospect research on foundations and corporations to evaluate prospects for corporate and foundation grants.
  - Generate proposals and supporting documents in response to solicitations.
  - Generate revenues for direct care programs and services through timely submission of well-researched, well-written, and well-documented grant/fundraising proposals.
- B. Identify funding opportunities and new program areas that match YSFS' mission and priorities.
- C. Conduct the full range of activities required to prepare, submit, and manage grant proposals to foundation and corporate sources.
- D. Maintain database schedule, keeping track of funding requirements and deadlines.
- E. Participate in grantor meetings and trainings with respect to proposal applications and requirements.
- F. Closely read requests for proposals (RFP) with ability to comply with proposal requirements.
- G. Work dynamically and creatively with program staff to contribute to social media content and visuals, drawing upon grant reports and knowledge gained regarding organization work based on grant writing duties.
- H. Organize process and provide content for quarterly newsletter and holiday appeals.
- I. If necessary, supervise key staff and/or outside consultants for specific writing purposes.
- J. Coordinate and engage in external relations, **as assigned.**
- K. **Assume *other responsibilities*\* and special projects as assigned.**

*\*Other Responsibilities*

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.*

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**REQUIREMENTS and EXPECTATIONS**

- High integrity when dealing with a broad array of cultures and restricted and/or confidential information.
- Sensitivity to cultural and socioeconomic characteristics of population served. A commitment to empowering others to solve their own problems. A conviction about the capacity of people to grow and change.

Education and Experience Requirements:

- Bachelor's degree in communications, English, writing or similar field (preferred)
- Related experience in grant writing and contract administration (preferred)
- Previous experience will demonstrate a proven track record in securing new funding opportunities, comprehensive knowledge of research, and the ability to distinguish and identify funding opportunities for special programs.
- Data entry experience required.
- Understanding and knowledge of government and non-profit youth sector

Skills:

- Excellent time management, data entry skills, organizational and computer software skills including Microsoft Windows, Excel, Word, various data entry software and databases, and ability to learn new systems introduced by grantors.
- Excellent oral and written communication skills, particularly with good quality spelling, grammar and punctuation
- Effective and courteous communication skills, requiring high integrity when dealing with a broad array of cultures.
- Initiative, creativity, reliability, flexibility, thoroughness, attention to detail, a strong process orientation, understanding of relational information, accuracy and follow-through are critical; global and specific.
- Strong non-profit organization and planning skills.

Capabilities:

- Valid Driver's License, insurable under YSFS automobile policy. **Must be over 25 years of age to meet minimum eligibility requirements of automobile insurance carrier.**
- Criminal Records Check clearance
- Physical Demands: **Primarily sedentary** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.*
  - Frequently: may be required to stoop, kneel, crouch, reach, stand, walk, talk, hear, engage in repetitive motion (such as typing); not substantially exposed to adverse environmental conditions (typical office or administrative work).
  - Occasionally: may be required to climb, balance, crawl, push, pull, lift, grasp; subject to outdoor environmental conditions; subject to higher-than-normal noise levels; subject to atmospheric conditions (fumes, odors, dust, poor ventilation, etc.).
  - Physical requirements range from sedentary (exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body; sedentary work involves sitting most of the time) to medium (exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects) physical work.
  - The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading at distances close to the eyes. The worker is required to have visual acuity to operate motor vehicles.

Environmental Conditions:

- Work requires minimal travel to YSFS Program locations
- Excellent time management and organizational skills with the ability to work under pressure and adjust to changing priorities and deadlines (work at a fast pace with unscheduled interruptions)

**Work station:** YSFS *Administrative Offices.*

Position includes regular presence in the YSFS program locations and may include visits to residence of youth.

**Compensation:** **\$ 17.25 – 23.00/ hour**, DOE *POSITION IS FULL-TIME*

*FT Eligible Benefits include medical, dental, accrued leave, paid trainings and holidays, and team of dedicated coworkers.*

**POSITION**

The salary range, duties and responsibilities of this position meets the requirements of Section 13 (a)(1) of the Fair Labor Standards Act and therefore qualifies as a "non-exempt" position. *YSFS is an Equal Opportunity Employer, a Drug Free Workplace and complies with the ADA.*  
AA/EEO

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