POSITION DESCRIPTION

Job Title: Grant Writer

UWGT Mission: Until the fight is won...creating and cultivating an unbreakable network of support for a strong, healthy, and equitable community.

Reports To: Vice President of Resource Development
Job Level/Status: Exempt
Division: Resource Development
Primary Office: Shawnee County (Topeka)
Salary: $45,000 - $50,000

The Grant Writer will lead the development, writing, and submission of grant proposals to federal, state, and private funding agencies. This person is also responsible for submitting timely and accurate reports for all existing grant funded projects at UWKV. Primary responsibilities include preparation of proposals and grant applications, and performance of responsible professional and administrative work in researching, identifying, developing and responding to public and private grant opportunities in areas that support UWKV programs. The position is also responsible for collecting, analyzing, and reporting data on the performance of grant-funded programs.

This individual will work collaboratively across counties and across departments to determine grant priorities, project deliverables and resource requirements. The Grant Writer will also advise our Women United donor affinity group as they work to issue mini-grants in the community.

Job Responsibilities and Duties

- Researches and identifies new government, corporate, foundation and private funding prospects to match UWKV priorities.
- Generates high-quality proposals, narratives, applications and supporting documents in response to solicitations consistent with all policies and procedures of UWKV, and the requirements and guidelines of the funding agencies.
- Generates revenues for UWKV programs through timely submission of well-researched, well written and well-documented grant proposals.
- Maintains primary responsibility for grant schedules and tracking grants.
- Works with appropriate personnel to research, develop, write and submit letters of inquiry, concept papers and grant proposals.
- Coordinates and follows-up on the progress of submitted proposals.
- Coordinates with Finance Team 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 regularly with staff to discuss current and new funding needs.
- Inform staff and answer questions regarding allowability of proposed expenditures related to all specific grants.

Diversity, Equity & Inclusion at UWKV

To truly Live United, we must commit to placing diversity, equity, and inclusion at the forefront of our work, internally and externally.

A successful fight for the education, financial stability, and health of every person requires that we listen to, learn from, and amplify the voices of those who are most in need and those who have been traditionally underrepresented.

We recognize that everyone in our United Way community brings value to our mission. We understand every employee, donor, volunteer, partner and stakeholder brings different experiences, perspectives, and expectations.

We respect and encourage insight and participation from all.

We actively promote a variety of voices among our staff, volunteer committees and Board of Directors, and the non-profit community.

We commit to being curious and courageous in how we communicate with each other. We do so in a constant effort to grow and move our community forward together.
• Inform VP of Resource Development on the progress of all grants and issues that may arise with each grant.
• Assist with other fundraising projects as requested.
• Other duties as assigned.

Important Information:
• Must be able to work collaboratively across departments and across geographic locations
• Must have the ability to manage and prioritize multiple tasks simultaneously, meeting deadlines and attending to details
• Expected to have a commitment to excellence and to the mission of UWKV
• Must accept and abide by UWKV Code of Ethics and confidentiality requirements, along with the Association for Fundraising Professionals Code of Ethical Standards
• Accept and abide by UWKV Diversity, Equity and Inclusion Guidelines

Job Requirements:

Education: Bachelor’s Degree or equivalent experience

Skills:
- Technical and analytical skills
- Strong written communication skills; ability to write clear, structured, articulate, and persuasive proposals.
- Strong editing skills, attention to detail.
- Strong planning and organizational skills.
- Time management.
- Able to monitor and meet goals.
- Knowledge of solicitation and revenue generation techniques.

Experience:
- 1-3 years of grant writing experience preferred.
- Experience with proposal writing and institutional donors preferred.
- Strong leadership skills with volunteers
- Knowledge and familiarity with research techniques for fundraising and/or prospect research.
- Experience working in deadline-driven environments.

Physical Demand:
• The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.
• While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is frequently required to stand; walk; and occasionally required to stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 10 pounds.

Work Schedule:
• Regular Monday-Friday; 8am -5pm
• Quarterly and Special Events may require working outside these hours
• Staff has the option to take a half day on Fridays if weekly hours have been met

Prepared August 14, 2023