

JOB DESCRIPTION

TITLE: Grant Writer
REPORTS TO: Controller
Classification/FLSA Status: Non-Exempt
DEPARTMENT: Development
LOCATION: El Paso
Salary Range: \$20,800

POSITION SUMMARY:

The Grant Writer ensures the pursuit of grant and funding opportunities aligned with the strategic direction and objectives of the council. This position sources, researches, writes, manages, evaluates and reports on foundation, corporate, government and other grant opportunities including United Way applications. She/he is responsible for assembling and analyzing program outcome data and maintaining a library of data in an easy-to-use format.

Essential Duties & Responsibilities

- Sources, researches, writes, manages, evaluates and reports on foundation, corporate, government and other grant opportunities.
- Writes grant proposals as well as letters of inquiry, applications, progress reports, acknowledgment letters and other correspondence to prospective and renewing foundations, corporations and government agencies to ensure that such documents meet published goals and objectives. Manages archive of all proposals and maintains an accurate list of corporate, private and public foundations.
- Completes timely applications to United Way funding agencies requesting support within council jurisdiction. Track's history and funding. Collaborates with council program department to ensure outcomes criteria are met and funds are allocated and expensed accurately.
- Gathers and prepares materials to accompany grants including needs analysis, goals, objectives, outcome data, timelines, budget narrative and evaluation data.
- Keeps abreast of current research methods, technologies and resources.
- Prepares data and/or information for assigned grant funded programs as scheduled.
- Update's donor database with development department gifts and contributions. Produces timely and appropriate acknowledgement letters/receipts. Produce reports from donor database as requested.
- Provides event support as needed.
- Serves on appropriate committees as requested.
- Maintains strict confidentiality and professionalism when handling sensitive information.
- Ensure diversity and pluralism is embraced and incorporated into the work of the council.
- Performs a variety of clerical, word processing and data input responsibilities.
- Maintenance of records, reports and files related to job responsibilities.
- Perform other duties as needed or requested.

Education and Experience:

- Bachelor's degree in related field or equivalent knowledge.
- Proven record in developing successful grant proposals.
- Excellent oral and written communications skills.
- Knowledge of outcomes measurement.
- Strong analytical skills: demonstrated ability to manage and utilize relevant data in support of new or renewed funding.
- Ability to plan and effectively manage timelines.
- Ability to work independently on tasks with minimal supervision.
- Computer literacy and technical knowledge of computer software.
- Maintain throughout employment a valid TX or NM driver's license and insured vehicle in good working order. Must provide a DMV printout and proof of insurance.
- Must successfully complete a criminal history background check.
- Membership in GSUSA.

Physical Demands:

- Frequent sitting, standing, walking, bending and twisting upper body.
- Capable of lifting up to 50 lbs.
- Capable of viewing computer monitor for long periods.

Work Environment:

- Continuous indoor activity and exposure to florescent light.
- Frequent exposure to computer, video, and other copier emissions.
- Some outdoor activities and exposure to weather.

Other Working Conditions:

- Continuous requirement for professional demeanor and appropriate office attire.
- Criminal and motor vehicle records (MVR) background checks are required.
- Continuous work as a team member and ability to work independently with some supervision.
- Frequent work under stress and under pressure deadlines with overlapping projects.
- Continuous ability to work well with others.

Girl Scout Core Competencies

The competencies listed below are core to the Girl Scout movement:

- **Empathy, with colleagues and customers** – a successful member of the Girl Scout team approaches others with a service mindset, offers humility, and inspires trust, takes time with people and is a good listener, and overall offers respect and kindness to all.
- **Possibility Thinking** – staff members approach challenges with curiosity, show enthusiasm, explore alternatives before acting, take on challenging tasks and see opportunity in ambiguity, change and transition.
- **Innovation** – core to Girl Scouting, staff must think in unique and independent ways, pursue standards of excellence, learn from risk taking and failure, and embrace new ideas from everywhere and everyone.
- **Courageous Leadership** of self and others – staff work for the good of the whole, work collaboratively at all times, model assertive behaviors: bold, confident, respectful, empower others and distribute decision making, promote honest communication and passionate debate, and maintain personal integrity.

Acceptance of Job Description:

I understand and accept this job description. I understand that it supersedes any previous job description. I further understand that future performance evaluations will be based on my meeting the tenets of the job description. The above statements reflect the general duties considered necessary to describe the principal functions of the job as identified and shall not be considered as a detailed description of all the work requirements that may be inherent in the position. I acknowledge being given a copy of this job description.

Agreed to by

Employee Signature

Date

Print Name

Girl Scouts of the Desert Southwest is an EOE Employer.