

Grant Writer Job Posting

BGCD is seeking a Grant Writer to join the BGCD Grants Team. The Grant Writer will play a critical role in helping to raise over \$3 million annually to fund exceptional youth development programs that enable young people to realize their full potential.

As a member of the Grants Team, the Grant Writer will support the annual Grants Plan through the research, preparation, submission, and tracking of grant proposals and reports. This individual will collaborate extensively with staff at all levels of the agency to obtain the information needed to produce competitive proposals. In addition, the Grant Writer will enter grant pledges and other grant-related information into Raiser's Edge.

KEY ROLES: (Essential Job Responsibilities)

- Research, compose and submit grant proposals, reports and letters of inquiry to secure and increase grant revenue.
- Collaborate with program staff and senior leadership to obtain necessary information for grant projects.
- Identify supporting data to create compelling written content.
- Research grant-making entities and compose funder profiles.
- Update and maintain electronic grant records, including the grant research database.
- Develop proposal concepts and coordinate input on grant proposals from senior management and program staff.
- Maintain a sound knowledge of the Club's mission, programs, target population and strategic vision. Use this information to better prepare proposals and other written communications.
- Fulfill other responsibilities as requested by the Senior Director of Institutional Giving or Chief Development Officer.
- Offer occasional special event assistance to Development team members.

QUALIFICATIONS:

- Bachelor's degree or equivalent experience
- Skilled in persuasive writing
- Exceptional self-editing skills and an impeccable sense of grammar
- Organizational and project management skills
- Ability to meet project deadlines
- Experience working independently and as a team player
- Proficiency in Microsoft Office and Google Suite
- Proficiency in Raiser's Edge is a plus
- Previous grant-writing and/or nonprofit experience is a plus

RELATIONSHIPS:

Internal: Maintain daily contact with Club professional staff to inform the proposal and report development processes. Seek input from all program staff.

External: Maintain contact with individual funders to support the grant writing and grant reporting processes.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

No unusual physical requirements. Nearly all work is performed in a comfortable indoor facility.

Routine deadlines (usually sufficient lead time); variance in work volume seasonal and predictable; priorities can be anticipated; interruptions are common.

Job frequently requires sitting, standing, walking, handling objects with hands, talking, hearing, typing and looking at a computer screen. Job occasionally requires reaching and lifting up to 10 pounds.