



Job Description

Job Title:	Grant Writer
Salary:	Depends on Experience + Benefits
Status:	This is an at-will, full-time, Non-exempt position.
Deadline:	open until filled
Apply Online:	Please submit cover letter AND resume online www.readingandbeyond.org/jobs.html

Reading and Beyond is a non-profit organization whose mission is “To empower children and families to achieve productive, self-reliant lives.” We operate a variety of programs in collaboration with organizations and schools who work with children and families to build a culture of achievement so that all youth graduate from high school ready for college. We are working to end multigenerational poverty through education. Families and children move through a “cradle-to-career” pipeline that provides comprehensive support from pre-natal through college to career.

REPORTS TO: Executive Director

ROLE:

The **Grant Writer** position is responsible for Reading and Beyond’s fundraising efforts and will ensure Reading and Beyond through developing and implementing an innovative fundraising plan. This position is accountable for the day-to-day management of Reading and Beyond’s fund development program. Responsibilities include prospect solicitation and oversight of the electronic, direct mail, foundation and corporate grants, special events and donor recognition programs to obtain annual, renewable gifts from constituencies of Reading and Beyond. The job includes fund development, information management, financial administration and fiscal reporting while implementing fundraising activities for our regular. The **Grant Writer** reports directly to and works closely with the Executive Director and communicates regularly with the Advisory Board.

RESPONSIBILITIES: *(The information listed below is meant to serve as a sample of job duties and responsibilities. This list is neither inclusive nor exclusive, but indicative of several types of duties performed.)*

Plans, directs and implements a comprehensive development program that generates individual donors, foundation, philanthropic and various and corporate support. Must be a hands-on, action oriented self-starter with a high energy level. Must be able to juggle multiple-time sensitive projects simultaneously on a continuous basis, to communicate on the phone and in person, to work extended hours as needed, work with minimum supervision, exercise sound judgment at all times and be at work, consistently, on a full-time basis.

1. Directs a fund development program that includes the annual fund plan, foundation and corporate gifts, special events and planned giving
2. Oversees and implements strategies that will grow annual revenue, writes proposals and secures funding from corporate and foundation donors
3. Leads strategies and research to identify, prioritize, cultivate, solicit, recognize and steward all donors and prospects
4. Secure progressive and/or socially responsible business partners for projects
5. Develop comprehensive strategy for online communication/advocacy systems.
6. Investigate the possibility and applicability of social and third party social media engagement (e.g. Facebook, MySpace, Twitter and etc.) to attract new supporters.
7. Manages individual donor campaigns, including special appeals
8. Maintains an accurate grants calendar and transmits this information monthly to the Executive Director
9. Creates profiles and tracks donors and prospects; and, in coordination with office staff, issues email announcements as necessary
10. Develops, markets and implements a planned giving program to ensure Honor’s long-term financial health
11. Collaborates with staff and/or consultants to ensure that publications and website include donor-focused content
12. Setting and meeting aggressive fund-raising goals with accounts
13. In coordination with Executive and Operations Directors, manages a portfolio of donors and prospects including artists and musicians. Builds and sustains relationships with current, new and potential grant-giving organizations and individuals
14. Assists Executive Director and board of advisors in managing portfolios of major donors and prospects. Work with board to enhance development effort
15. Oversee data entry and maintenance of data base

QUALIFICATIONS:

- ❖ **Bachelor's degree** or equivalent in English, Business Administration, Communications, or a field compatible with the skills required to accomplish tasks of this position. Over five (5) years' experience in this area might substitute for a degree.
- ❖ **Minimum of 2 years' experience** in grant writing and development, fundraising, and research and proposals for non-profit entities.
- ❖ Excellent written/oral communication skills (writing samples required), public relations and creative skills.
- ❖ Proactive, productive, creative and highly motivated self-starter who will excel and grow in this position
- ❖ Accepting of editing, suggestions and input from other staff members.
- ❖ Ability and willingness to work independently with a minimum of supervision.
- ❖ Ability to quickly master complex and unfamiliar subjects.
- ❖ Ability to work closely with staff from program and administrative development, and communication teams
- ❖ Experience with online marketing, communities and social networking.
- ❖ Highly organized multi-tasker with strong attention to detail and good judgment in establishing priorities and problem solving
- ❖ Proposal writing or grant preparation experience in an academic or research setting ideal
- ❖ Proven successful experience in the area of fundraise.
- ❖ Superior organizational and interpersonal skills.
- ❖ Demonstrated success in securing major and annual gifts from foundations and corporations
- ❖ Demonstrated success in successfully soliciting and securing major gifts from individuals
- ❖ Demonstrated success in meeting annual fund goals, development management, grant writing, sponsorships and special events
- ❖ Demonstrated success in working as a member of a team and developing effective working relationships with staff and donors
- ❖ Demonstrated track record with respect to detail orientation and accuracy
- ❖ Computer literacy and competency with electronic donor tracking systems
- ❖ Excellent computer skills and proficient in Microsoft Excel, Word, Outlook, and Access, Windows, and Internet.
- ❖ Must have reliable transportation and maintain updated license and insurance at all times.
- ❖ Must be available to work occasional evenings and weekends as needed, as well as some travel
- ❖ Pass TB test and fingerprint clearance and complete pre-employment credit check

PHYSICAL DEMANDS:

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 accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. Other work conditions include:

- ❖ Sitting for extended periods of time.
- ❖ Dexterity of hands and fingers to operate a computer keyboard, mouse, and other devices and objects.
- ❖ Physically able to participate in training sessions, presentations, and meetings.
- ❖ Some travel may be required for the purpose of meeting with clients, stakeholders, or off-site personnel/management.

Employment is conditional pending satisfactory results of all required tests and background checks mentioned above. Periodic TB clearances may be required if hired.

BENEFITS:

- ❖ **Paid Time Off (PTO)** starting at 28 days per year
- ❖ **Medical/Dental/Vision/Long Term Disability (LTD) Insurance** - Available at no cost to employee for single coverage
- ❖ **401(k) Retirement Plan** with up to 4% matching

Note: Reading and Beyond maintains the right to alter the level of benefits with appropriate notice.

DISCLAIMER:

This job description lists typical examples of work and is not intended to include every job duty and responsibility specific to a position. An employee may be required to perform other related duties not listed in the job description provided that such duties are characteristic of the position.