



Job Description

Position: Grant Writer
FTE: 10-15 hours/week
Pay Rate: \$25-\$30/hour

Vision: A community that works collaboratively to ensure that all children and families have access to early education, behavioral and mental health, and occupational and physical health services to improve their well-being.

Mission: Old Mill Center for Children and Families is a community-based, family-oriented center empowering children and families of diverse backgrounds to optimize their potential through specially designed education and therapy programs.

Position Summary: The grant writer prepares letter of interest and grant proposals to support the funding of the programs at Old Mill Center. The primary responsibilities include the preparation of proposals and grant applications, performance of research to identify funding opportunities that match the program needs to prepare professional proposals. The grant writer has excellent writing and computer skills and is well organized to meet the requirements of proposals.

Qualifications:

- Bachelor's degree or experience and proven track record in grant writing and program development
- Excellent written and verbal communication skills
- Proficient in research, interpreting and analyzing diverse data and information
- Ability to work collaboratively and independently to achieve goals

Responsible to Whom: Reports directly to the Executive Director

Responsibilities:

- Generates proposals and supporting documents for Letters of Interest and grant solicitations
- Generates revenue through timely submission of well-researched, well-written and well documented grant and fundraising proposals
- Identifies funding opportunities to match program needs
- Liaises with program officers of grant giving agencies to understand funding priorities and requirements

Professional Standards:

- Follows established standards for grant writers and fundraising professionals
- Maintain a positive job attitude including positive team behavior (e.g., willing to pitch in, problem-solving attitude, reliable, positive communication style, etc.).
- Maintains agreed work schedule to meet grantor timelines.
- Demonstrates excellent communication skills (courteous and positive) when representing OMCCF interests.
- Grooming as appropriate for the job.