**Grant Writer**

PRIMARY PURPOSE -

This position is responsible for finding funding opportunities for St. Vincent de Paul Society of Lane County, Inc. (SVdP) and writing polished proposals to earn grant money. Duties will include researching, drafting grant requests and submitting reports for approval and accurately reporting grants for SVdP.

ESSENTIAL DUTIES AND RESPONSIBILITIES -

* Efficient and creative research: Effectively research grant opportunities applicable to any existing SVdP program, or applicable to a potential SVdP program, per approval from the Executive or Administrative Directors.
* Great writing with successful outcomes: Able to effectively, efficiently and accurately apply for grants with successful outcomes. Utilizing data, outcomes, and language to apply for and receive grant funding.
* Reporting accurately and on time: Responsibly report on grants on time and through a collaborative and positive lens. Uses reporting as an avenue for increased interest in external partners collaborating with SVdP.
* Internal collaborator: Will seek out and create accessible and positive avenues of communication with internal staff. Additionally, will effectively seek out and acquire needed grant information from the programs and staff.
* RFPs: Respond to Requests for Proposals (RFP) to secure funding for new and existing programs per the approval of the Administrative Director. Write compelling proposals highlighting program details in a way that demonstrates alignment with funder priorities.
* Effective utilization of resources: Use time and budgets efficiently to support the goals of the broader organization. Understand how and when to deploy resources in the most cost-effective way possible.
* Program knowledge: Diligently track program, funder and financial details to maintain intricate knowledge of both external funder requirements and restrictions, and internal programmatic information (staffing, expenses, activities and program needs).
* Relationship building: Ensure continued positive collaboration, and professional, reliable communication with funders, external partners, and government agencies. Use discernment to understand when to vouch for change/advocate for a different approach, and when to accept existing circumstances and move forward.
* Advocate for programmatic changes as needed while balancing funder expectations.

OTHER DUTIES AND RESPONSIBILITIES -

* Maintain adherence to Company policies, safety/ergonomic standards and good housekeeping practices.
* Ability to collaborate cross-functionally to gather data and ensure accurate reporting.
* Perform other duties and responsibilities as required.

MINIMUM QUALIFICATIONS AND EXPERIENCE -

* Minimum of two years of experience with strong grant writing skills.
* Strong knowledge of Excel and Word, coupled with strong analysis and problem-solving skills.
* Excellent research and communication (verbal and written) skills including technical writing skills.
* Excellent knowledge of proposal submission and fundraising processes.
* Ability to study and understand programs and funding requirements of the organization.
* Strong quantitative and analytical skills and presentation skills.
* Flexible and able to find answers quickly and effectively by building relationships with cross-functional teams to gather and understand necessary data and project details.
* Effective planning, organizing, scheduling skills and experience.