



## GRANT WRITER JOB DESCRIPTION

**JOB TITLE:** Grant Writer  
**REPORTS TO:** President & CEO

**DEPARTMENT:** Development  
**STATUS:** Part-time 15-30 hours  
**Non-Exempt**

**SUMMARY OF POSITION:** The Open Door Mission Grant Writer will be responsible for writing proposals for both unrestricted operating revenue and restricted projects; for providing support materials; and for submitting timely and accurate reports for all existing grant funded projects.

### **PRIMARY DUTIES AND RESPONSIBILITIES:**

- Responsible for conducting the full range of activities required to prepare, submit, and manage grant proposals to foundation and corporate sources.
- Perform prospect research on foundations and corporations to evaluate prospects for corporate and foundation grants.
- Work with finance to gather information necessary to report to corporate/foundation funders on current grant programs.
- Comply with all grant reporting as required by foundation/corporate donors.
- Provide stewardship to current donors to provide regular written updates (newsletters etc) to corporate and foundation donors.
- Understanding of institutional history and programs.
- Make appointments for CEO with foundation officers and other prospects, arrange for onsite tours for supporters (foundation officers, foundation trustees).
- Maintain current records in database and in paper files, including grant tracking and reporting.
- Track statistics relevant to development and provide department with written materials necessary for donor stewardship (guest number, program outputs and outcomes, educational program attendance, etc).
- Work with CEO to provide development input for all written organizational materials (incl. Annual Report, newsletters, etc).
- Assist with other fundraising projects as requested

### **ESSENTIAL SKILLS:**

1. Strong written communication skills; ability to write clear, structured, articulate, and persuasive proposals.
2. Strong editing skills.
3. Attention to detail.
4. Ability to meet deadlines.
5. Knowledge of fundraising information sources.
6. Experience with proposal writing and institutional donors.
7. Knowledge of basic fundraising techniques and strategies.
8. Knowledge and familiarity with research techniques for fundraising prospect research.
9. Capably uses a personal computer.
10. Strong contributor in team environments
11. Has a personal relationship with the Lord Jesus Christ and a deep desire to serve Him. Be a consistent witness for Jesus Christ; Possess and demonstrates excellent integrity.
12. Has a heart of compassion and caring toward the homeless and hurting.
13. Demonstrates a courteous and Christ-like manner with internal and external partners.
14. Agrees with and carries out responsibilities in accordance with the Mission's policies that are included in the Open Door Mission Directives, Code of Conduct, Statement of Faith, and Mission Statement.
15. Willingly signs a confidentiality agreement.
16. Must be in agreement with the goals and objectives of The Open Door Mission.

**DESIRED SKILLS:**

- Experience working in deadline-driven environments.
- Able to work well in a team environment, handle multiple assignments and meet deadlines.
- Able to monitor and meet income goals.

**WORKING CONDITIONS/PHYSICAL FACTORS: (INCLUDE PHYSICAL REQUIREMENTS SUCH AS BENDING, LIFTING, CLIMBING STAIRS, MANUAL DEXTERITY/COORDINATION, FINGERING, STANDING FOR EXTENDED PERIODS OF TIME, ETC. NOTE IF WORK IS OUTDOORS)**

Works in office areas as well as throughout the facility and travels to other Mission facilities as required. Sits, stands, bends, lifts, and moves intermittently during working hours. Interacts with staff, visitors, etc., under all conditions/circumstances. May be required to work extended periods of time at a computer requiring repetitive motion and mental acuity. Infrequent light physical effort required.

**EDUCATION/EXPERIENCE:**

Possesses a Bachelor's degree or a minimum of two years' experience with grant writing. Previous experience with non-profit fundraising.

**Requirement:**

The Open Door is a privately funded 501(c)3 Christian ministry outreach of Servants of the Word, Inc. It is the policy of The Open Door to grant equal opportunities for employment to all qualified persons without regard to age, race, color, national origin, military, gender, genetic characteristic, marital status, unemployment, domestic violence, or any other applicable grounds prohibited by law. Our designated purpose is religious. We consider every position essential in the fulfillment of our ministry and Mission Statement. As such, each employee must have a relationship with Jesus Christ as their personal Savior and Lord. All employees must:

- Be able and willing to share the Gospel and participate in the ministry activities of Open Door;
- Subscribe to The Open Door Statement of Faith and Qualifications for Employment upon hire and continuously while employed;
- Adhere to The Open Door Employee Handbook.

***My signature below acknowledges that I have read and understand the job description as described herein. I understand that this job description is not all-inclusive and that employment is at-will.***

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Signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_