



## **Grants – Communications Writer**

Reports to: Development Manager or Development Director

### **Key Responsibilities**

- Research potential funders/prospects (as assigned), including reviewing fit, identifying guidelines and updating deadline, and confirming attachment information; provide demographic and social data research to strengthen proposals
- Review assignments to determine potential fit and argument, paying attention to guidelines and past funded proposals.
- Review the budget and other required attachments for which funding is sought and make certain all needed items/forms are readily available (within JMA files) or requested of the client in a timely and sufficient manner for deadline submission.
  - Responsible for attaining the most current and approved budget, along with other required attachments, to be sent with any grant assigned.
- Prepare grant proposals for general operating and programmatic support
  - Compile, write and edit applications, letters and queries exhibiting strong expository writing skills and a high-level command of grammar and spelling
- Write online submissions, LORs and LOIs in response to project and sponsorship requests
- Prepare attachments to grant proposals, 2<sup>nd</sup> signer process
- Write reports, synthesizing data to support them
- Create grant templates
- Write effective and tailored fundraising copy and messages for multiple platforms and print
- Assist to secure funds through outreach (requests for support) to funders/grantors and corporations for grants and project support
- Write event scripts and develop effective program PPT presentations
- Create communications messaging for
  - Printed materials (brochures, donor cards, organization collateral, campaign letters, annual reports, newsletters)
  - Digital outputs (eblasts, e-newsletters)
  - Various social media channels, understanding how channels work and align with target audience
- Edit and proof communications content

### **Experience/Qualifications**

- Bachelor's degree or equivalent work experience
- 3 – 5 years development writing experience; private and public sector grant writing/fundraising experience preferred
- Self-starter with strong attention to detail, problem solving skills, and demonstrated ability to be flexible in work assignments
- Organizational skills including the ability to multi-task, prioritize assignments, maintain data maintenance systems, and meet multiple deadlines
- Excellent writing/editing/drafting skills, research and information compilation skills



- Excellent interpersonal communication skills, demonstrated ability to work independently as well as with teams
- Strong attention to detail
- Excellent data and computer skills: Microsoft Office Suite, especially Excel