Heading Home

Job Title: Grant Writer  
Program: Advancement  
Salary: $15/hr  
Reports To: Program Director of Development  
Hours: 8:00am–5:00pm  
Non-Exempt Position

Position Summary

Supports Heading Home’s programs with funds secured from foundations, corporations, and government entities; to work with the Advancement team to strategize and build a strong financial base for Heading Home’s future; to educate donors and funders regarding Heading Home’s program goals and provide good stewardship to Heading Home’s donor and funder constituency. Position is focused approximately 70% on proposals and reports for the organization (foundations, associations, businesses, government and individual donors), 25% on stewardship and research, and 5% on other tasks.

Essential Responsibilities:

• Prepare strong, thorough proposals to foundations, associations, corporations, municipal governments, and individuals to support Heading Home’s programs to meet agency fundraising goals
• Prepare strong, thorough templates on funding opportunities that can be used in proposals, impact reports, white papers, and other communications
• Coordinate relationships between Heading Home’s program and finance departments during grant writing and reporting process
• Prepare reports demonstrating impact, successes and challenges for funders as required by grant contracts and donor stewardship
• Establish and maintain relationships with key foundation, corporation, and government staff, as appropriate, with the Development Director and Executive Advancement Director
• Contribute to all donor-centered publications including but not limited to: the quarterly newsletter, proofing copy for direct mail packages and acknowledgement letters, telemarketing scripts; foundation and corporate acknowledgement letters, and other communications with foundations, corporations, or individual donors as required
• Work with Development Director to identify and research foundation, corporate and government funding prospects
• Work with the Organization team to coordinate a grant schedule for writing proposals, reports and other communications to foundation
• Support the team environment with ideas and skills as required by team direction including, but not limited, editing/proofreading other written materials as appropriate and required
• Other duties as required
The responsibility of all Heading Home employees includes the following:

- Always represent and promote Heading Home in a positive and professional manner.
- Maintain good attendance and punctuality in keeping with Heading Home Policies.
- Attend all staff and organizational meetings as required.
- Observe and practice safe work habits and practices in compliance with regulations, statutes and organizational policies.
- Maintain client, resident, guest and organizational confidentiality in compliance with organizational policies and procedures.
- Read, understand and comply with all guidelines of the Heading Home Employee Handbook.

Qualifications:

- Proven ability to write successful proposals for foundation, corporate, state and federal funders
- Experience writing direct mail and other donor communications
- Knowledge of budget preparation
- Proficiency with Microsoft Office computer applications.

Education and/or Experience:

- Bachelor’s degree and 2-4 years’ experience in the grant writing field

Physical and Other Requirements:

- Prolonged periods sitting at a desk and working on a computer
- Must be able to lift up to 15 pounds at times
- Ability to communicate effectively orally and in writing
- Valid New Mexico driver’s license and reliable transportation
- Ability to navigate stairs, ramps and uneven terrain

This job description does not constitute an employment agreement between the employer and employee. This document is subject to change by the employer as the needs of the employer and requirements of the job change.

Signature: _________________________________________ Date: ____________

Grant Writer

Signature: _________________________________________ Date: ____________

Executive Advancement Director

Signature: _________________________________________ Date: ____________

Program Director of Development