



## POSITION DESCRIPTION

Senior Grant Writer	
<b>Department: Advancement</b>	<b>Status: Regular Full-time, Exempt</b>
<b>Reports to: Director of Advancement</b>	<b>Last Reviewed: April 2023</b>
<b>Titles reporting to this role: None</b>	<b>Next Review Date: October 2023</b>

### *Position Summary:*

Under the direction of the Vice President of Advancement and Director of Advancement, the Grant Writer is a member of the Advancement Team and is a liaison between the agency and its grantors both public/government and private (e.g., Foundation & Business/Corporate). The Grant Writer is responsible for prospecting, researching, preparing, submitting, and overseeing grant proposals/reports that support agency goals and meet funder guidelines and criteria. Under the guidance of the Director of Advancement, this person serves as the primary grant writer, manages funder relationships, engages in compliance reporting, and supports special project initiatives. This position requires strong writing, attention to detail, data analysis, program budget management, project management skills, with an emphasis on outcome measurement. Other duties include conducting agency tours, managing grantor site visits (virtual or onsite), assisting with fundraising events onsite and offsite, coordinating volunteer service projects in collaboration with the Advancement Officer and representing the organization at grantor events/meetings.

### **Essential Duties and Responsibilities**

Include the following, other duties as assigned:

#### *Grant Writing and Fundraising*

Responsible for prospecting, researching, supervising, submitting, and overseeing grant proposals/reports that support agency goals and meet funder guidelines and criteria, under the guidance of the Director of Advancement. Additionally, draft proposals/LOIs, grant application narratives, and budgets and collaborate to finalize with program staff, finance, and the CEO/President while maintaining and building relationships with funders and other strategic partners on a local, state, and national level. Lastly, develop and prioritize proposals while overseeing existing grants/proposals by: tracking grants, developing internal reporting systems, writing reports, and more.

#### *Compliance and Reporting*

Responsible for maintaining public/government & private (e.g. Foundation & Business/Corporate) grants compliance, funder and investor reporting schedules and requirements. In addition, draft compelling progress reports and targeted program updates to funders that fully capture programmatic success. Lastly, track progress toward organizational and programmatic outcomes and goals, and submit reports to funders and investors.

#### *Prospecting and Grant Relationships*

Under the guidance of the Director of Advancement and in collaboration with the Community Partnership Coordinator, develop and foster relationships with institutional funders, and provide stewardship for existing grantors while researching and gathering data both from external sources and Casa Central program data. In addition, produce sufficient number of quality of prospects; produce extensive institutional donor profiles; target appropriate ask amounts; and prioritize and evaluate prospects for corporate, foundation, and government grants. Lastly, assist in the

development of presentations for various stakeholders and represent the organization at grantor events/meetings.

### **General Requirements:**

Sensitivity to cultural diversity is required. Will be subject to pre-employment screening that includes a medical, lift and drug and alcohol screening, as well as aptitude and skills' testing, where applicable.

### **Education/Experience:**

Must possess, as a minimum, a Bachelor's Degree and at least two (2) years of experience in both government and private grant writing. Proven record of accomplishment in raising money from foundation, corporate, and government sources. Significant experience in government/public grant making & reporting is preferred as majority of Casa Central's funding comes from public/government sources. Knowledge of Raiser's Edge database, and familiarity with Chicago-area public/government agencies, foundation, and philanthropic community is preferred.

### **Language Skills:**

Bilingual Spanish preferred.

### **Computer Literacy & Knowledge Skills Abilities:**

Proficient with Microsoft Office especially Excel required. Experience with Raiser's Edge database preferred or similar fundraising database. Experience with CyberGrant portals or similar, Foundation Directory Online or similar private grants research portal.

### **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, talk and hear. The employee frequently is required to use hands. Must be able to lift and carry up to 25lbs.

### **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

### **Disclaimer:**

The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. The content of this job description is not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.

### **I acknowledge and understand that:**

Receipt of the position description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.

- The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know of no limitations which would prevent me from performing these functions with or without

accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.

- Job duties, tasks, work hours and work requirements may be changed at any time.

**Employee Signature / Firma de Empleado:** \_\_\_\_\_

**Date / Fecha:** \_\_\_\_\_

