

# CAMP ALDERSGATE, INC. JOB DESCRIPTION

## GRANT WRITER

### **JOB SUMMARY:**

The Grant Writer researches and writes grants for both unrestricted operating revenue and restricted projects, as well as submits timely and accurate reports for all grant funded projects.

**WAGE/HOUR STATUS:** Contract

### **RESPONSIBLE TO:**

Director of Development and Chief Executive Officer

### **JOB DUTIES AND RESPONSIBILITIES:**

- Researches grant possibilities and makes recommendations for grant proposals.
- Coordinates grant planning and needs with development and program staff.
- Composes final grant documentation and reports.
- Study and understand the history, structure, objectives, programs and financial needs of the organization.

### **MINIMUM QUALIFICATIONS:**

- Strong written communication skills
- Ability to write clear, articulate, and persuasive proposals
- Ability to meet deadlines
- Excellent knowledge of proposal submission and fundraising process
- Ability to study and understand programs and funding requirements of the organization
- Strong research skills and knowledge of information sources
- Ability to handle confidential matters with utmost integrity

### **PREFERRED QUALIFICATIONS:**

- Bachelor's Degree in related field
- At least two years of experience in grant writing

*Interested persons should send resume and cover letter to [smurphy@campaldersgate.net](mailto:smurphy@campaldersgate.net).*