



## **Part-time Grant Writing Specialist**

### **Job Summary**

The Grant Writing Specialist is an integral player on the Development and Communications team. This person will work closely with the Director of Growth and Development. This individual is responsible for identifying grant opportunities including new ones, managing submission deadlines, grant writing and editing, gathering requested materials and information including budgets from the necessary staff or faculty, and taking care of reports to grantees. Requires excellent organizational, writing, and analytical skills.

This is a part-time, 20-hours/week position. Some remote work is possible.

### **Primary Duties and Responsibilities include but are not limited to:**

#### ***Superior Organizational Skills***

- Review and select potential grant opportunities
- Monitor and adhere to application and reporting deadlines
- Manage multiple grant proposal processes simultaneously

#### ***Proven Writing Skills***

- Evaluate, write and manage grants
- Accurately edit written materials
- Draft well-written progress reports

#### ***Clear and Inclusive Communicator***

- Communicate clearly the needs and goals of DBCR
- Meet with the Director of Growth and Development on a regular basis to review proposed grants and report on those already secured
- Communicate clearly with grant makers to increase the likelihood of successful applications

#### ***Analytical and Financial Skills***

- Demonstrate quantitative, measurable, and successful results
- Analyze trends and programs
- Create, manage and report on budgets related to grant work

## **QUALIFICATIONS**

### ***Required***

- Desire to work at a faith-based educational institution with urban students
- Baccalaureate Degree
- Minimum of 5 years' experience writing grants and working with foundations
- Successful track record of awarded grants
- Excellent written and verbal communication skills
- Strong organizational skills
- Proficiency in Microsoft Office Suite (i.e. word, outlook, excel, and PowerPoint)
- Ability to work in a close team environment and independently

*Preferred*

- Experience researching foundation donors
- Knowledge of and experience with the Foundation Center
- Ability to write well in a persuasive manner
- Strong financial skills with understanding of budgets

Note: The Grant Writing Specialist will be expected to adhere to DBCR policies for part-time employees, including submitting a timesheet and attending EPC orientations, events, retreats, and meetings.

**To apply for this position:** (email submissions preferred)

If you are qualified and interested in this position, send a letter stating personal intent, and a comprehensive resume to:

Eric Rivers

Director of Growth and Development

[erivers@dbc.org](mailto:erivers@dbc.org)

Subject line: DBCR Assistant Director of Development and Communications