

The Grant Writer produces quality proposals and reports to generate revenue for the organization's programs, services, and projects. Reports directly to the Chief Development Officer. This is a full-time position.

Essential Activities and Tasks

- Aggressively seeks and pursues funding opportunities that align with the Cleveland Christian Home mission and needs.
- Prepares proposals on behalf of the Cleveland Christian Home, working closely with foundation, corporate, and government entities, as well as the CCH leadership team.
- Collaborates with the Chief Development Officer and Community Relations Manager to maximize and execute funding opportunities, including but not limited to events management, donor relations, and facilitation of in-kind support.
- In all internal and external communications and interactions, represents Cleveland Christian Home as a center of excellence.
- Conducts prospect research on funding opportunities, including but not limited to foundations, corporations, organizations, and individuals.
- Assists in administrative support of the Development Department, such as recording and processing of donations, such as grants, gifts in kind, monetary donations, bequests, and other.
- Supports annual event planning and execution
- Works with the Development Department as a whole to ensure that funding opportunities are maximized.

Grants Management

- Partners with leadership to research, plan, identify, and prioritize grant funding opportunities that align with the Cleveland Christian Home strategic plan and organizational priorities..
- Assists with development and executes effective and efficient strategies to secure private and public grant funding.
- Cultivates relationships with corporate, foundation, and government funders whose missions align with Cleveland Christian Home and identifies new opportunities for funding to support the organization's needs, programs, services, and projects.
- Participates in key meetings and solicitations with grant funding groups identified for special project funds and ongoing operations.

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Qualifications

Education/Experience/Training

- Bachelor's degree in Nonprofit Administration, Marketing, English, Social Work, or another related field **OR** 5-10 years' experience and demonstrated success in grant/proposal writing.
- Minimum three to five years' experience in grant and/or proposal writing required.
- Knowledge of philanthropic fundraising methods and ideals required.
- Demonstrated excellence in writing ability.
- Demonstrated ability to manage several projects and constituencies simultaneously.
- Proficiency with Windows, Microsoft Office (Word, Excel, PowerPoint), and the internet required.
- Proficiency and/or adaptability with fundraising data management systems preferred.

Other Requirements

- Must be a deft oral and written communicator.
- Demonstrated proficiency in grammar, punctuation, and spelling.
- Highly detail-oriented
- Flexibility in meeting the needs of the organization and department
- Team-player with strong work ethic.
- Must be willing to submit to a background check and sign a confidentiality agreement