

# We're Hiring!



**MissionKids**

CHILD ADVOCACY CENTER

180 W. Germantown Pike, Suite 1, East Norriton, PA 19401  
www.missionkidscac.org | 484-687-2990

## Grant Writer

This position is dedicated solely to researching, writing, and submitting grant proposals to secure funding from foundation, government, and corporate sources. Skilled and detail-oriented, the Grant Writer will play a critical role in helping us continue our mission of protecting and supporting children. The Grant Writer will write and prepare compelling grant proposals that effectively communicate the mission and goals of Mission Kids, ensuring completeness against grant instructions, spelling, grammar, and style. They will collaborate with staff and the Grants and Project Management Coordinator to gather necessary information from program and finance staff for grant applications, including budgets and supporting materials, providing assistance as needed.

### Salary Range

- \$25-\$40/hour
  - commensurate with education and experience

### Position Structure

- Part-Time

### Office Schedule & Location

- Typical office hours are 8:30 am – 4:30 pm; requires occasional evening and weekend availability
- Hybrid remote for office in East Norriton, PA 19401; requires travel to various locations throughout Montgomery County

### Benefits

- 401(k) & matching
- Dental insurance
- Health insurance
- Vision insurance
- Retirement plan
- Employee assistance program
- Paid time off

*Mission Kids Child Advocacy Center is dedicated to achieving healing and justice for victims of child abuse by providing collaborative services, advocacy, leadership, and education. Our vision is to protect children and youth from abuse, address their physical and emotional needs, and ensure justice on their behalf.*



### Education Requirements

- Bachelor's degree required, preferably in English, Communications, Nonprofit Management, Public Administration, or a related field.

### Required Knowledge & Skills

- Previous experience in grant writing or a related field preferred.
- Excellent written communication skills, with the ability to craft clear, compelling narratives.
- Strong research skills and the ability to identify and evaluate potential funding opportunities.
- High attention to detail and strong organizational skills.
- Ability to work independently and manage time effectively to meet deadlines.

[Click Here to View Full Job Description & Apply Now](https://missionkidscac.org/careers)

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