



## Non-Profit Grant Writer (GW) – Job Description

**Position:** Non-Profit Grant Writer (GW)

Responsible for writing proposals for both unrestricted operating revenue and restricted projects and for submitting timely and accurate reports for all existing grant funded projects.

### Major Responsibilities:

- Responsible for conducting the full range of activities required to prepare, submit, and manage grant proposals to foundation and corporate sources.
- Perform prospect research on foundations and corporations to evaluate prospects for corporate and foundation grants.
- Comply with all grant reporting as required by foundation/corporate donors.
- Provide information about current grants and/or donors to Service Coordinator for appropriate stewardship and to provide regular written updates to Board of Directors.
- Understanding of Association history and programs.
- Maintain current records including grant tracking and reporting.
- Work with Service Coordinator to provide development input for all written association information.

### Knowledge and Skills:

- Strong written communication skills; ability to write clear, structured, articulate, and persuasive proposals.
- Strong editing skills.
- Attention to detail.
- Ability to meet deadlines.
- Knowledge of fundraising information sources.
- Experience with proposal writing and non-profit donors.
- Knowledge of basic fundraising techniques and strategies.
- Knowledge and familiarity with research techniques for fundraising prospect research.
- Strong contributor in team environments

### Qualifications:

- Minimum of two years experience with grant writing.
- Previous experience with non-profit fundraising.
- Experience working in deadline-driven environments.
- Able to work well in a team environment, handle multiple assignments and meet deadlines.
- Able to monitor and meet income goals.

**Please forward resumes to:**



**Hamilton Brain Injury Association**

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