



<b>Title</b>	Grants Writer/Manager	<b>Classification:</b> Exempt
<b>Department</b>	Development	<b>Time Commitment:</b> 40 hrs / wk
<b>Reports to</b>	Executive Director	<b>Compensation:</b> DOE

The South Asian Helpline and Referral Agency (SAHARA) is a non-profit organization providing services to survivors of all forms of abuse in the South Asian community by providing them with culturally-sensitive and linguistically-specific services. SAHARA's staff culture is collaborative, respectful, and supportive. We are a team of professionals who share a mission to serve the victims of our community and empower them to live full and successful lives, free of fear and violence.

#### Job Summary

SAHARA is currently seeking a Grant Writer, responsible for relationships with foundations whose missions are in alignment with SAHARA's – improving the lives of survivors of gender-based abuse, domestic violence, elder abuse; achieving social justice on their behalf; and developing young leaders to shape a healthier and more just community.

SAHARA's dedicated Grant Writer will build relationships with the philanthropic community, writing letters of inquiry, grant proposals, and foundation reports that demonstrate SAHARA's integrity and impact. The Grant Writer will take pride in proposals that are coherent, organized, compelling and submitted before deadlines. He or she will apply knowledge of fundraising methods and plans to reach income goals. Our Grant Writer will collaborate with SAHARA team members to assist with other fundraising projects and develop relationships with key stakeholders.

The successful candidate will write well, have proficient knowledge of fundraising methods and be committed to SAHARA's life-saving mission. Preferred applicants are deadline-driven team players with outstanding multitasking abilities.

#### Grant Writer Responsibilities:

- Developing relationships and collaborating with key stakeholders.
- Displaying adherence to organization's mission.
- Maintaining proficient knowledge of organization's history and programs.
- Assisting with the execution of SAHARA leadership's strategy.
- Identifying grant funding opportunities.
- Writing, submitting and managing letters of inquiry and grant proposals.
- Furnishing prospective funders with supporting documents.

- Collaborating with Executive Director to send funders newsletters, and to promote on-site tours.
- Collaborating with Executive Director to compile annual report.
- Maintaining records in hard copies and computer databases.

Grant Writer Requirements:

- Bachelor's degree in creative writing, business, human services, or related field.
- 2+ years grant writing experience.
- Proficient with measuring and reaching income goals.
- Proficient with MS Office Word and Excel.
- Excellent knowledge of fundraising information sources.
- Excellent communication skills, both verbal and written.
- Strong people skills.
- Excellent organizational skills.
- Ability to meet deadlines.

Required Cultural Competencies:

- Ability to work within diverse South Asian populations in a culturally sensitive manner.
- Comprehension of social justice; domestic violence awareness, support and prevention .
- Fluency in understanding and speaking at least one South Asian language.

Physical Requirements:

Must possess mobility to work in a standard office setting and to use standard office equipment including a computer, stamina to maintain attention to detail despite interruptions, strength to lift and carry files weighing up to 10 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in person and over the telephone.

Travel Requirements:

Local travel required.

Please send cover letter and resume: [recruitment@saharacares.org](mailto:recruitment@saharacares.org)

Only applicants meeting the criteria stated above will be contacted

Principals only; no recruiters please; do not contact with unsolicited services or offers  
EOE – Females/Minorities/Protected Veterans/Individuals with Disabilities encouraged to apply