

POSITION DESCRIPTION GRANT WRITER

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| Position Title: | Grant Writer |
| Classification: | Contract Consultant: Project based for up to 3 months, with possibility for monthly retainer |
| Reports to: | Development Manager |
| Department: | Development |
| Salary: | Contract commensurate with experience |

JOB SUMMARY

Responsible for researching grant guidelines and preparation of proposals and grant applications in support of the Living Coast Discovery Center. Grant writer should possess excellent writing and computer skills and produce a quality work product within tight time constraints. Proven track record of successful proposals in the areas of education, environment, sustainability, ocean literacy, animal care and research, climate science, nature, and outdoors is required.

Grant writer (Independent Contractor) will complete scope of work as directed and approved by the Development Manager. This is a remote position with primary communication between Contractor and Development Manager via phone and email.

Essential Duties

- Generates proposals and supporting documents in response to solicitations.
- Generates revenues for Living Coast Discovery Center programs through timely submission of well-researched, well-written and well-documented grant proposals.
- Engages with program officers at organizations to solicit invitations to submit proposals.
- Serves as a liaison to funding agencies or organizations (as requested by Development Manager).

Qualifications

- Bachelor's degree in related field with demonstrated knowledge, skills and abilities gained through at least three years of grant writing, or an equivalent combination of training and experience.
- Knowledge of foundation and corporate grant programs required. Working knowledge of government grant programs preferred.
- Strong ability to write clearly and informatively; adapt writing style to meet needs; present numerical data effectively; able to read and interpret written information; able to read and interpret program budgets.
- Strong understanding of funding guidelines, best practices, and ability to follow specific instructions related to funding opportunities in a timely manner.
- Strong communication skills – oral and written.



- Ability to work productively with minimal supervision; ability to work with staff to obtain and coordinate information needed for grant proposals.
- Knowledge of computer operation and knowledge of Microsoft Office Suite, Dropbox, Adobe PDF Creator, and email communication.

General Skills

- Professional phone manner and ability to interact professionally with staff and funding agencies.
- Strong organizational and time management skills with proven ability to organize, prioritize, and successfully produce high quality work product within set deadlines.
- Proven self-starter with strong work ethic, self-motivated, resourceful, conscientious, punctual and energetic.
- Communicates effectively, especially as relates to work product and maintaining deadlines. Speaks clearly and persuasively; listens and asks for clarification when needed.
- Work within, and contribute, to the effectiveness of the Development team.

The Living Coast Discovery Center is an Equal Opportunity Employer.

To apply, send resume and writing samples to Lori Coons at lori@thelivingcoast.org. Interviews will begin on November 13, 2019 and will continue until position is filled.