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Development – Grant Writer

In order to provide our diverse programming and services, we need to secure funding from a variety of sources. One of those methods includes applying for grants from various organizations, foundations, and government programs. Do you have past grant writing experience and want to continue our mission of keeping older adults on the North/Eastside happy, healthy, and connected? Consider joining our team!

Responsibilities:

- Developing and writing grant proposals, up to \$500,000.
- Conducting research, collecting data, and developing background information for proposals.
- Assist Executive Director in assembling grant requests for submission, including letters, proposals, budgets, and presentations.
- Adhering to grants calendar to ensure timely submission of letters of inquiry, proposal deadlines, and reports.

Commitment:

- Varies based on complexity and length of grant.

Requirements:

- Good writing, analytical, verbal and written communication, and research skills.
- Successful experience with obtaining a variety of grants – preferably ones for older adult non-profits.
- Intermediate experience with Microsoft Word, and good internet experience. Not required, but preferably intermediate experience with Excel.
- Able to keep confidentiality.
- Must pass a criminal background and references check.

Benefits:

- Recognition at our Annual Volunteer Recognition Celebration.
- If you are over age 55, also an opportunity to affiliate with the Retired Senior Volunteer Program of Dane County (RSVP).

The Coalition does not discriminate on the basis of age, race, ethnicity, religion, color, gender, physical handicap, marital status, national origin or ancestry, cultural differences, physical appearance, sexual orientation, arrest or conviction record, income level or source of income, student status, political beliefs, military participation or membership in the national guard, state defense force, or any other reserve component of the military forces of the United States, or less than honorable discharge.