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**KENNETH YOUNG CENTER  
HUMAN RESOURCES**

**POSITION DESCRIPTION & POSTING**

# **PART-TIME GRANT WRITER**

**Job Scope:** Working directly with the Director of Development and Communications, the Grant Writer will be responsible for researching, identifying, developing, writing, and reporting on all agency grants from private foundations and corporations.

**Essential Functions:** The work environment characteristics, responsibilities, and competencies described here are representative of those an employee encounters and is required to perform while meeting the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **I. Program Responsibilities**

- A. Research and develop prospect lists for potential grant funding initiatives in line with KYC's mission and vision; Develop a diversified network of funding organizations.
- B. Establish and maintain a grant calendar
- C. Work closely with Director of Development and program staff to establish and maintain project proposals
- D. Write and submit grant proposals to increase the organization's ability to secure private funding
- E. Engage and maintain funding relationships in collaboration with the Director of Development
- F. Manage and complete regular grant reporting and follow up

## **II. General Competencies**

- A. Promote positive image of KYC with all contacts (customers)
- B. Exhibit high quality work
- C. Be a productive member of the staff
- D. Demonstrate cooperation
- E. Take the initiative to act on one's own
- F. Use excellent judgment
- G. Communicate clearly
- H. Make use of supervision
- I. Contribute to development of culture of care

## **III. Core Competencies**

- A. Excellent written and verbal communication skills
- B. Knowledge of grant writing process and successful execution
- C. Excellent organizational skills and attention to detail

- D. Ability to meet deadlines while managing multiple projects
- E. Ability to work independently and in a team
- F. Excellent interpersonal skills
- G. Ability to work at a fast pace with precision and attention to detail
- H. Demonstrated flexibility and experience working on multiple projects with varying deadlines with a willingness to adapt and work collaboratively with the Director of Development & Communications and other staff
- I. Ability to communicate with all levels of employees effectively
- J. Self-motivation, accuracy, and attention to detail
- K. Work collaboratively and independently to achieve stated goals
- L. Proficient in research, interpreting and analyzing data
- M. Effectively work under pressure
- N. Produce a quality work product under tight time frame

**IV. Education and Experience**

- A. Bachelor's degree required with preference in Communications, English, professional writing or a similar major
- B. Three (3) years grant writing experience required
- C. Proven track record in grant writing
- D. Voluntary certification in Grant Writing preferred

**V. Work Environment**

- A. While performing the duties of this job, the employee regularly works in an office setting and frequently uses standard office equipment.
- B. Employee will be required to work offsite at times when representing the organization at community events

**VI. Physical Demands**

- A. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- B. While performing the duties of this job, the employee is regularly required to use hands and fingers to handle, feel or operate objects, tools or controls, and to reach with hands and arms. The employee is frequently required to stand, talk and hear.
- C. Must be able to lift items weighing as much as 25 lbs.

**VII. Travel Requirements**

- A. While performing the duties of this position, the employee may need to travel by automobile between sites for supervision and/or all staff meetings.
- B. While conducting external KYC business or traveling between sites, the employee may be exposed to fumes or airborne particles as well as changing weather and road conditions.

**VIII. Chain of Authority**

- A. Reports to the Director of Development & Communications

**IX. Schedule/Time Keeping**

- A. Part Time, Hourly, 20 hour work week

- B. Time Keeping – Accurately record hours worked in the electronic timekeeping system (on a daily basis when possible) in accordance with the timekeeping policy and practice.

*Kenneth Young Center is an Equal Opportunity Employer*