



**POSITION:** Grant Writer  
**REPORTS TO:** Development Manager  
**CLASSIFICATION:** Exempt

**Position Description:**

The Grant Writer assembles and submits grant requests, establishes and maintains personal contact and relationships with foundation contacts, conducts prospect research, writes and submits reports and invoices and maintain a calendar of submissions and other deadlines.

**Key Responsibilities:**

- Research, identify, and conduct the full range of activities required to prepare, submit, and manage grant proposals to foundation, corporate and government sources.
- Perform prospect research on foundations and corporations to evaluate prospects for corporate and foundation grants.
- Work with leadership to complete due diligence on current grant programs.
- Provide stewardship to current grant donors.
- Collaborate with executive team and staff to develop compelling proposals and reports.
- Manage grants and contracts, including maintaining a strict deadline schedule for proposals, applications, invoices, and reports.
- Manage funder relations and donor acknowledgement in CRM database.
- Maintain current records in database including grant tracking and reporting.
- Prepare and manage budget plans and expenditures.

**Skills/Qualifications:**

- BA or BS preferred
- 3-5 years of relevant development experience with proven record of writing proposals and receiving grants.
- Excellent writing, editing, analytical, and research skills.
- Ability to meet deadlines.
- Understanding of local, state, and federal government grant sources.
- Familiar with grant research techniques for fundraising prospect research.
- Clear desire to embrace and align with Arizona Helping Hands mission.
- Proficiency with Microsoft Office products.
- Must agree to and successfully pass a criminal background and credit check.
- Attention to detail, interacting with others in-person and through email, using critical thinking skills to strategize, develop and implement business plans, listen, and participate verbally at meetings.

**Compensation & Benefits:**

Position offered at \$23.00-\$25.00 per hour, full time. Employer paid health insurance (\$50 employee contribution per month) and voluntary participation in 403(b)retirement program (employer match offered). Ten (10) vacation days are offered per year. Employer paid gym membership. National holidays are

observed as days off. Must be willing to work flexible hours and days, a minimum of 40 hours a week, and evening and weekend hours as needed. Flexibility is necessary in this position.

**This job is ideal for someone who is:**

- Dependable -- more reliable than spontaneous
- People-oriented -- enjoys interacting with people and working on group projects.
- Adaptable/flexible -- enjoys doing work that requires frequent shifts in direction.
- Detail-oriented -- would rather focus on the details of work rather than the bigger picture.
- Achievement-oriented -- enjoys taking on challenges, even if they might fail.
- Autonomous/Independent -- enjoys working with little direction.
- Innovative -- prefers working in unconventional ways or on tasks that require creativity.
- High stress tolerance -- thrives in a high-pressure environment.

**How to Apply:**

Applications accepted until the position is filled. Please send [cover letter and resume to:](#) [development@azhelpinghands.org](mailto:development@azhelpinghands.org). No phone calls please, only applicants selected for interviews will be contacted and writing samples will be requested.

**Our Agency is an equal opportunity employer and values a diverse workforce and an inclusive culture.**