

Position Summary

The grant writer works with the Chief Development Officer and development team to target funding opportunities across the state. Fully remote position. Contract or contract-to-permanent opportunity.

Qualifications

- Bachelor's degree in English, communications, or related area
- A minimum of three years' experience in grant writing
- Meticulous attention to detail
- Proven track record of secured grants
- Excellent knowledge of proposal submission and fundraising process
- Ability to study and understand programs and funding requirements of the organization
- Strong research skills and knowledge of information sources
- Multitasking, organizational and time management skills

Essential Duties

- Collaborate with the Chief Development Officer and Pathways team to understand the organization's needs and priorities.
- Develop comprehensive grant proposals that effectively communicate the organization's mission, goals, and specific project details. Ensure all proposals are tailored to meet the requirements of each funding opportunity.
- Manage project timelines to ensure that all project and grant submission and reporting deadlines are met.
- Conduct thorough research to identify potential grant opportunities that align with Pathways' mission, goals, and programs.
- Prepare and submit grant applications within specified deadlines.
- Ensure that all required documentation, including budgets, supporting materials, and organizational information is accurate and complete.
- Establish and maintain positive relationships with potential funders, including foundations, government agencies, and corporate entities.
- Communicate effectively with program officers and grant administrators to understand the expectations and criteria of specific funding opportunities.
- Track and manage awarded grants, ensuring compliance with grant terms and reporting requirements.
- Provide ongoing communication with Pathways, including progress updates, financial reports, and any other required information, as appropriate and as requested.
- Collaborate, as needed, with the Pathways finance team to develop accurate budgets for grant proposals.
- Develop and implement evaluation mechanisms to assess the impact of funded programs as needed.
- Provide timely and comprehensive reports to Chief Development Officer tracking proposal outcomes.
- Remain current on grant-related policies, regulations, and compliance requirements.
- Ensure that Pathways adheres to all relevant guidelines and standards associated with grants funded.
- Communicate effectively with internal stakeholders, as necessary.

Application Process

Qualified applicants, please send the following to MGuthrie@pathway.org:
Cover letter, resume and three writing samples.