



Job Title	Grant Writer	Reports to:	Chief Development Officer
Team:	Core Support	FLSA Classification:	Non Exempt (Hourly)
Position Type:	Part Time	Hours per Week:	Up to 30

ORGANIZATION OVERVIEW

Matthew 25 is a vibrant, growing non-profit organization. Our mission is to improve the health of people and neighborhoods by investing in quality affordable housing, healthy food, educational opportunities, and community building. We envision thriving, connected communities with sharing economies, where all people are valued, talents are multiplied, and neighbors live healthy, nourished lives full of opportunity.

Matthew 25 is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

To perform this job successfully, an individual must be able to perform each responsibility satisfactorily with or without accommodation. The requirements listed below are representative of the knowledge, skill, and/or ability to be successful.

ESSENTIAL DUTIES/RESPONSIBILITIES (include but are not limited to the following)

- Oversee the grant calendar and upcoming deadlines for applications and reports.
- Write compelling grant proposals to acquire funding to accomplish the organization’s strategic objectives.
- Discuss grant requirements and funding guidelines/procedures, as well as program goals and objectives with appropriate staff.
- Track the progress and life cycle of successful grants.
 - Complete and submit reports to comply with grant requirements.
 - Work with Finance team to track money spent and left on reimbursement grants.
- Coordinate with internal sources to obtain all materials, metrics, pictures and stories necessary to complete grant applications and reports.
- Gather all necessary information and submit grant proposals and reports to funders in a timely and efficient manner.
- Research, identify and prioritize grant opportunities that match organizational goals.
 - Review literature containing information about potential funding sources.
 - Review relevant federal, state, local and other funding agencies listings.
 - Communicate opportunities for funding to Chief Development Officer.
- Research external data to provide compelling need statements.
- Work with program managers to compile and maintain demographic, socioeconomic, program or other statistical information relevant to grant applications.
- Prepare materials for presentation before grant-making boards and commissions.



- Assist in writing other communications content as needed.
- Maintain proficient knowledge of the organization's history and programs.
- Display and promote company values.
- Regular attendance as determined with your leader.
- Other duties as assigned.

SKILLS AND ABILITIES (include but are not limited to the following)

- Commitment to the organization's mission.
- Caring about economically challenged people and neighborhoods.
- Desire and drive for your work to contribute to an inclusive and sustainable society.
- Exceptional written communication skills and the ability to write clear, structured, articulate, and persuasive proposals.
- Excellent attention to detail and accuracy.
- Resourceful and results-oriented.
- Ability to work both collaboratively and independently.
- Ability to work effectively across departmental teams.
- Strong project management skills. Comfortable managing multiple projects and priorities.
- Self-motivated and able to effectively manage time.
- Ability to consistently meet strict deadlines while maintaining good relationships with colleagues.
- Flexible and able to work in fast paced, rapidly changing, and regulated environment.
- Strong service orientation and commitment to assisting others with enthusiasm and professionalism.
- Ability to engage in conversation with donors and staff via the phone and written correspondence in an articulate, pleasant, and confident manner.
- Advanced skills in proofreading and copyediting.
- Exhibit sound and accurate judgment.
- Maintain professional technical knowledge.
- Proficient in Microsoft Office Suite products and ability to learn new systems quickly.

EDUCATION AND/OR EXPERIENCE (include but are not limited to the following)

- Bachelor's degree in Communications, English, Journalism, Philanthropy or a related field, or equivalent in relevant experience.
- Experience in researching and writing grant applications preferred.
- Experience working with government grants a plus.

PHYSICAL REQUIREMENTS/ WORKING ENVIRONMENT

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sit an average of 7-8 hours per workday.



- Stand an average of less than one hour per workday.
- Walk an average of less than one hour per workday.
- Bend/Stoop – Rarely (1-2 times/day).
- Squat – Rarely (1-2 times/day).
- Reach above shoulder level – Rarely (1-2 times/day).
- Up to 10 lbs of weight carried – Rarely (1-2 times/day).
- Up to 10 lbs of weight lifted – Rarely (1-2 times/day).
- Hands used for repetitive action: Fine Dexterity (i.e., typing, writing, filing) – Constant (greater than 25 times/hour).



JOB DESCRIPTION ACKNOWLEDGMENT

By signing below, I acknowledge that I have read the Development Coordinator job description, understand the expectations, and am able to perform the essential duties and responsibilities necessary to successfully perform the job as described with or without reasonable accommodations.

I also understand that the job description may be changed at the discretion of the company at any time.

Signature

Date