

Job Title: Grants Writer
Department: Community Impact
Reports to: Vice President of Community Impact
Status: Exempt, Full-time
Date: July 30, 2021

POSITION SUMMARY

The Grants Writer is responsible for writing proposals for both unrestricted operating revenue and restricted projects and for submitting timely and accurate reports for all existing grant-funded projects.

Responsible for the overall delivery of assigned work projects within the department/team. Determines work tactics, project deliverables, and resource requirements. Participates in the development of departmental action plans, work processes, and systems.

KEY RESPONSIBILITIES/ESSENTIAL DUTIES OF POSITION

An individual must be able to perform each essential duty listed below at a satisfactory level:

- Responsible for conducting the full range of activities required to prepare, submit, and manage grant proposals to foundation, corporate and individual sources.
- Work with Finance to gather information necessary to report to corporate/foundation funders on current grant programs.
- Comply with all grant reporting as required by foundation/corporate/individual donors.
- Regularly scan for new, emerging, and recurrent grant opportunities in alignment with Community Impact strategies and priorities.
- Regularly write proposals in response to grant opportunities, coordinate written progress reports when required.
- Provide stewardship to current donors through regular written updates.
- Exhibit understanding of institutional history and programs.
- Maintain current records in the database including grant tracking and reporting.
- Track statistics relevant to the development and provide the department with written materials necessary for donor stewardship.

- Provide development input for institutional materials.
- Assist with other fundraising projects as requested.
- Other duties as assigned.



5830 W. Flamingo Road
 Las Vegas, NV 89103
 702-892-2300
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JOB REQUIREMENTS

Minimum requirements include:

- Bachelor's degree or commensurate experience.
- Three years of advanced-level experience in a similar role.
- One year of experience in a leadership role.
- Proficiency with Microsoft Office suite, proficiency with Salesforce desired.
- Strong written communication skills; ability to write clear, structured, articulate, and persuasive proposals.
- Strong editing skills, attention to detail.
- Experience with proposal writing and institutional donors.
- Knowledge and familiarity with research techniques for fundraising prospect research.
- Experience working in deadline-driven environments.
- Able to work well in a team environment, handle multiple assignments and meet deadlines.
- Able to monitor and meet goals.

DIVERSITY, EQUITY, & INCLUSION STATEMENT OF PRINCIPLE

We take the broadest possible view of diversity. **We value** the visible and invisible qualities that make you who you are. **We welcome** that every person brings a unique perspective and experience to advance our mission and progress our fight for the health, education, and financial stability of every person in every community. **We believe** that each United Way community member, donor, volunteer, advocate, and employee must have equal access to solving community problems. **We strive** to include diversity, equity, and inclusion practices at the center of our daily work. **We commit** to using these practices for our business and our communities. Join us in embracing diversity, equity, and inclusion for every person in every community. LIVE UNITED

Diverse candidates are encouraged to apply.



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