



Grant Job Writer Description

Title: Grant Writer
Reports to: Director of Development
Status: 30 hours per week, Non-exempt
Pay rate: \$30/hr

Mission: We engage our community with essential services that empower all people to thrive.

Vision: A community that is healthy, secure, and connected.

Scope: Mountain Resource Center stands as the only nonprofit agency within the Highway 285 corridor, dedicated to offering a comprehensive range of services tailored to low-income residents in need. Our agency takes a multi-generation approach, addressing the needs of both individuals and families. Its core programs encompass Community Health, Family Education, and Case Management, all working in tandem to make a positive impact on the community.

Position Summary:

The Grant Writer furthers the mission of Mountain Resource Center by researching new grant opportunities, completing grant proposals and applications, and reporting on outcomes.

Essential Functions:

- Grant Writing and Management: Conduct entire grant writing, submission, and reporting processes
- Research and identify new foundation prospects
- In consultation with Director of Development, determine the most productive grants with the greatest ROI
- Create a flow chart of grant-related activities and deadlines
- Generate revenues that meet annual budget requirements for client programs and services through a timely submission of well-researched, well-written and well-documented grant proposals
- Work with the CEO, Director of Development, Finance Officer, VP of Programs and Services, and Program Managers to prepare and generate grant proposals and supporting documents in response to solicitations
- Work with Data & Evaluations Coordinator and VP of Programs and Services to establish grant reporting guidelines/procedures
- Maintain and implement funding calendar activities, including cultivation and stewardship activities
- Maintain grant files of all current grants/funding amounts/reporting requirements
- Participate in grant implementation meetings after grants are awarded
- Complete interim and final grant reports summarizing relevant program data
- Act as a liaison with program managers and staff to ensure grant proposals align with program goals
- Identify funding opportunities to match new programs and client priorities

- Engage with program officers at funding organizations to solicit invitations to submit proposals
- Serve as a liaison to all funding agencies/organizations
- Participate in ongoing professional development
- Perform other duties as assigned.

Knowledge, Skills, Abilities and Accountabilities

- Excellent written and verbal communication skills: ability to be clear, structured, articulate, and persuasive
- Highly organized: ability to meet deadlines and work with tight time constraints
- Flexibility and ability to accept feedback and adapt to changing circumstances
- Excellent database management and computer skills, including Network for Good, Salesforce, Microsoft Office Suite, Word, Access, PowerPoint, Excel, e.g.
- Participation as an MRC team player by attending staff meetings and other organizational events and willingness to share knowledge and skills with others
- A professional, positive, and polite attitude and relationship with other MRC employees, volunteers, clients, and customers
- Understanding and agreement to follow all policies, procedures & protocols of Mountain Resource Center

Credentials, Experience, and Qualifications

- Bachelor's degree
- 3-5 years of experience in grant writing, and grant reviewing for a non-profit
- Experience with writing grants for a variety of audiences including foundations, federal, state, and local funding sources **required**
- Proof and maintenance of proper legal authorization to work in the United States

Compensation and Benefits

- Employer subsidized health, dental, vision benefits
- Generous PTO
- Paid Sick Leave
- Short-term and long-term disability
- Life insurance benefits
- 401k with match after one year of employment

To Apply:

Please send resume and cover letter to Chris Johnson at: chris@mrcco.org. *No phone calls, please.*

Mountain Resource Center is an equal opportunity employer and prohibits unlawful discrimination on the basis of age 40 and over, race, sex, color, religion, national origin, ethnic origin, economic status, marital or familial status, disability, military status, genetic information, ancestry, creed, gender identity, and sexual orientation, or any other status protected by applicable federal, state or local law.

Mountain Resource Center vows to be anti-racist and foster an environment of mutual respect and acceptance. Mountain Resource Center's values and centers its work on,

•Empowering change •Embracing differences •Understanding and challenging systemic inequities •Achieving equitable outcomes for all communities •Supporting and encouraging personal and professional growth •Cultivating diversity •Valuing individual stories