

Name: \_\_\_\_\_

Site: \_\_\_\_\_



**Title:** Grant Writer

**Status:** Full-time

**Pay Range:** \$49,000 - \$61,000 w/benefits

**Position Description:**

The Boys & Girls Club of Dane County is seeking an experienced full time grant writer to work and be 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.

**Major Responsibilities:**

- Responsible for conducting the full range of activities required to prepare, submit, and manage grant proposals to foundation and corporate sources.
- Perform prospect research on foundations and corporations to evaluate prospects for corporate and foundation grants. Create and maintain grant calendar throughout fiscal year.
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- 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 donors.
- Provide stewardship to current donors, including work with Department Managers to provide regular written updates (newsletters) to corporate and foundation donors.
- Understanding of institutional history and programs.
- Work with Chief Development Officer with foundation officers and other prospects, arrange for onsite tours for supporters (foundation officers, foundation trustees).
- Maintain current records in database and in paper files, including grant tracking and reporting.
- Track statistics relevant to development and provide department with written materials necessary for donor stewardship (visitor number and diversity, educational program attendance, etc.).

**Knowledge and Skills:**

- Strong written communication skills; ability to write clear, structured, articulate, and persuasive proposals.
- Strong editing skills.
- Attention to detail.
- Ability to meet deadlines.
- Knowledge of fundraising information sources.
- Experience with proposal writing and institutional donors.
- Knowledge of basic fundraising techniques and strategies.
- Knowledge and familiarity with research techniques for fundraising prospect research.
- Strong contributor in team environments

**Preferred Qualifications:**

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- Bachelor's degree required and minimum of three years in fund development, preferably in a non-profit environment.
- Minimum of three with grant writing.
- Track record of receiving grants from foundations from \$25,000-\$50,000 and multi-year gifts.
- Strong understanding of educational and youth development issues.
- Previous experience with non-profit fundraising.
- 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 income goals.

Boys and Girls Club of Dane County is committed to employment equity. All responses will be handled with strict confidence. Interested individuals are invited to submit their **resume**, **cover letter**, and **three professional references** via email to our Human Resource Manager: [lrowell@bgcdc.org](mailto:lrowell@bgcdc.org) position open until filled.