

Position: GRANT WRITING SPECIALIST
Hiring Organization: United Way of Salt Lake
Department: RESOURCE DEVELOPMENT
Reports to: SR. DIRECTOR OF MAJOR GIFTS
Date Prepared: August 28, 2017

THE ORGANIZATION

United Way of Salt Lake (UWSL) is bringing together powerful partnerships to build lasting social change in our community. Our workplace is fast-paced, progressive, innovative, friendly, and adaptive. At UWSL we believe in celebrating success, learning from failure, and setting ambitious goals. The work we are doing in our community is creating change that will last for years to come. Our wages are competitive, the benefits package is comprehensive, and perks like flexible schedules, staff retreats and volunteer events make every day unique. We have also been named one of Utah Business's Best Places to work, three years running. Join our team!

POSITION SUMMARY

The Grant Writing Specialist works under the direction of the Sr. Director of Major Gifts and closely with other UWSL departments. Develops, implements and manages strategic plans to secure funding from a portfolio of local, regional, and national corporations, foundations, and government sources. Identifies prospective funding sources and ensures stewardship of current partnerships. Researches, writes and manages all aspects of grant application processes. Works to ensure effective proposal content and meaningful grant reporting.

ESSENTIAL FUNCTIONS

1. Develops strategic plan to secure new and renewed funding from local, regional, and national corporations, foundations, and government sources that will increase and maximize United Way of Salt Lake's grant revenue. Understands and informs UWSL's initiatives and programs and creates compelling case for support.
2. Coordinates evaluation of grant opportunities with appropriate staff internally
 - a. Appropriately manages and executes necessary work time to complete applications
 - b. Analyzes likelihood of award
 - c. Provides a summary of opportunities to staff internally
3. Utilize Foundation Search and other sources to seek, identify, and propose prospective funders.
4. Based on stated internal needs, strategy, and vision - proposes, coordinates, develops, writes and edits content for all grant proposals.
5. Tracks and reports annual grant revenue to United Way of Salt Lake leadership. Organizes and retains related computer and paper files.
6. Tracks reporting required by grantors and works in partnership with Collective Impact department to ensure fulfillment.
7. Manages research and cultivation of new grant funding relationships and the maintenance of existing relationships.
8. Manages grantor communications. Develops and sends reports, correspondence, and thank-you letters to funders and other stakeholders.
9. Meets weekly with finance team to advise on expense tracking and budget development.
10. Review contracts-route for approval and signature.

11. Monitor contract compliance and alert management regarding any issues or concerns.
12. Assists with other projects as assigned, including drafting and editing organizational documents
13. Supports the overall Resource Development team strategy and revenue goals and assists the Grants Manager.
14. When necessary, meet with grantors and potential grantors in person to manage and facilitate relationships
15. Track conversations, vital correspondence, and needs of grantors in Salesforce.

CORE COMPETENCIES

- Excellent written communication, research and project management skills
- Proficient in Microsoft, Google, and Adobe suites
- Must be a creative, detail-oriented self-starter
- Proven track record in securing both government grants and private/corporate foundation grants

QUALIFICATIONS

- 5+ years of grant writing—or directly applicable—experience
- Bachelor's degree in relevant field (communication, business, finance, etc.)
- Experience or understanding of federal grant requirements, as outlined in the 2 CFR 200

PHYSICAL REQUIREMENTS

The employee is regularly required to communicate clearly, and exchange accurate information interpersonally or through communication devices. Must be able to learn new systems and procedures prepare and analyze data and figures; constantly operate a computer and other standard office machinery. Must be able to remain in a stationary position 65% of the time. The position requires occasional movement on and off-site to attend meetings and presentations. Must be able to move light items such as paper, laptops and presentation materials up to 15lbs.

BENEFITS

This is a non-exempt position; wage commensurate with experience.

APPLY

Please visit <https://uw.org/about/careers/> to apply for our current openings. A complete application will include a resume and cover letter. Please include grant opportunities secured in your cover letter. You may contact jobs@uw.org if you have any questions regarding employment opportunities.

NOTE: *The statements in this position description are intended to describe the general nature and level of work being performed but are not to be seen as a complete list of responsibilities, duties, and skills required of the person employed. Also, the statements do not establish a contract for employment and are subject to change at the discretion of the employer.*