**Position Title: Grant Writer**

**Organizational overview**

Workshops for Warriors is a 503(c)(3) nonprofit founded in 2008. Its mission is to place veterans and wounded warriors into advanced manufacturing careers by providing them with industry-leading training, nationally recognized credentials, work experience, and job placement. Workshops for Warriors is strengthening America’s advanced manufacturing workforce, one veteran at a time with a team of passionate, enthusiastic professionals who want to make a difference in the lives of those we serve, their families, and our country.

**Job summary**

The primary responsibility of the Grant Writer is developing, editing and writing grant proposals to foundations and other grant-making organizations within deadlines. Assist in other editorial writings in collaboration with the Executive team, development and marketing departments.

**Hours:** Full-time, year-round with occasional evening and weekend work required

**Benefits:** Paid Time Off (includes vacation, personal and sick), Health, 401K

**Reports to:** Director of Operations

**Supervises:** N/A

**Reviews:** 30, 60, 90 days and annually

**Responsibilities**

* Write high-quality grant proposal narratives, applications, and supporting documents.
* Responsible for researching, collecting data, and writing of each grant within deadlines.
* Manage the proposal submission process to ensure timely submission of all required materials.
* Maintain calendar of grant submissions and deadlines.
* Coordinate and follow-up on the progress of submitted proposals.
* Conduct prospect research to identify, cultivate and solicit new grants and funding opportunities.
* Develop effective grant proposal templates.
* Identify and understand the financial and budget matters of the company.
* Ability to incorporate appropriate and pertinent information in the proposal or application in alignment with funder’s mission.
* Reviewing and editing other documents including CEO letter and student success stories.
* Perform other writing and editing duties as assigned.

**Key Interfaces**

* Chief Operating Officer, Director of Operations and Executive Management.
* Staff, foundations and supporters.

**Requirements and Qualifications**

* Bachelor’s degree in communications, English, professional writing or similar major.
* 3-5 years of nonprofit grant writing experience.
* High level of computer literacy including proficiency in all areas of Microsoft Office to include Outlook, Word, Excel and PowerPoint.
* Clear, precise and compelling writing and editing skills.
* Must be able to meet deadlines.
* Must be self-motivated, detail oriented and highly organized.

**Education/Experience**

* Bachelor’s degree in communications, English, professional writing or similar major.
* 3-5 years of nonprofit grant writing experience.
* American Grant Writers’ Association Certification and Grant Professionals Association Certification preferred but not required.
* Experience with Salesforce preferred but not required.
* Demonstrated ability to exceed expectations and maintain a high level of enthusiasm.
* Proven organizational and time-management skills with attention to detail.
* Track record of working in fast-growing organizations where systems and responsibilities constantly evolve.
* Demonstrated success in providing exceptional support services to a team.
* Proven ability to do the little things and go the extra mile that makes a big difference.
* Demonstrated success in working with a team to achieve goals.
* Commitment to helping veterans, transitioning services members and wounded warriors.

**Physical Requirements**

* Sitting at a computer.
* Lifting over 20lbs at times.

**Disclaimer**

This job description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The responsibilities, tasks, and duties of the person filling this role might differ from those outlined in the job description and that various duties may be added or removed to this job function throughout the course of employment.