

GRANT WRITER

WORKING AT WV VOAD

WV VOAD is a humanitarian association of independent organizations that may be active in all phases of disaster. Its mission is to identify unmet needs and facilitate efficient, streamlined service delivery to those imperiled or impacted by disaster while eliminating duplication of effort through cooperation in the four phases of disaster: Preparation, Response, Recovery and Mitigation.

ROLES & RESPONSIBILITIES

- Researches all available grant opportunities that fit within WV VOAD's needs and priorities.
- Maintain an annual calendar of deadlines, and disseminate relevant information on grant opportunities to the Executive Director.
- Works with the Operations Manager to ensure quality and timeliness of all funding proposal submissions.
- Prepares proposals for the Executive Director's review/approval which includes securing all necessary signatures from responsible parties.
- Oversees submission of grant modifications, cooperative agreements, and adherence to reporting requirements.
- Writes accurate and interesting inquiries, letters and proposals requesting funds from individual, corporate and foundation prospects. Write acknowledgement letters and reports to corporate and foundation donors.
- Maintains accurate and updated electronic files of donors and prospects including copies of all correspondence, proposals, reports, and notes from significant phone conversations or donor visits.
- Regularly creates engaging written and visual content to share on social media.
- Shares relevant, timely content on social media.
- Promotes WV VOAD services and programs on social media and WV VOAD website.
- Creates content for WV VOAD and client blogs and email campaigns.
- Assists with website development and management of Google Analytics.
- Works on internal and external newsletters.
- Serves as the liaison between WV VOAD and funding sources in matters related to grant submission, monitoring and reporting.
- Researches and serves as primary grant writer for grant application opportunities identified by the Executive Director.
- Updates grant policies and procedures on an annual basis.
- Keeps a well-organized portfolio of grant proposals.
- Works with the Executive Director to identify needs of each program.
- Looks for opportunities to convert volunteers into donors.
- Other duties as assigned by the Executive Director.

QUALIFICATIONS/SKILLS

Bachelor's degree related field; at least two years of professional level experience in successful grant writing; excellent written and oral skills, outstanding organizational skills, and strong facilitation skills. Must be familiar with Wix and Constant Contact as well as social media platforms. Proficient knowledge of Word, Excel, and Power Point.

WORK ENVIRONMENT/PHYSICAL DEMANDS

The employee in this position may be required to sit at a desk for long periods of time. Routinely uses standard office equipment such as computers, phones, etc. Must own reliable transportation and be able to operate a vehicle as local travel is required. Ability to walk in and around active construction sites.

COMPETENCIES

Communication – Written and Oral
Accountability/Dependability
Problem-Solving
Regular Attendance
Results-orientated
Judgment

Analytical Skills
Organizational Skills
Attention to Detail
Negotiation Skills
Confidentiality
Teamwork

PREFERRED EDUCATION/EXPERIENCE

Master's degree in related field. A Certification in Grant Writing would be preferred but not required.

SUPERVISORY RESPONSIBILITIES

None

REQUIRED CERTIFICATES/LICENSES

Must have a valid driver's license and insurance.