



Grant Writer Job Description

Organization

Great Falls Rescue Mission (GFRM) is a Christian, non-profit organization that has been serving the homeless in North Central Montana through emergency services and long-term recovery programs since 1963. GFRM partners with a large number of volunteers and local churches to meet the spiritual needs of the people we serve. Great Falls Rescue Mission provides a complete continuum of care specifically tailored to the needs of homeless people offering shelter, intervention, substance abuse recovery, and life skills development.

Summary

The Grant Writer writes grant proposals and researches potential funders and foundations for our organization. This is a contracted job and the wage is negotiable depending on education and experience. The Grant Writer reports to the GFRM Development Director, who will provide basic training and orientation of the organization. The Grant Writer will write coherent, organized and compelling proposals. We ask that you apply your knowledge of fundraising methods and plans to reach income goals and budgets.

You will collaborate with the Development Team, including the Development Director, Development Assistant and Marketing Director in order to assist with all fundraising projects and develop relationships with key stakeholders. To ensure success you will need to write well, have proficient knowledge of fundraising methods and be committed to the mission you are representing. Preferred applicants are deadline-driven team players with outstanding multitasking abilities.

Essential Duties & Responsibilities

- Develop relationships and collaborate with GFRM staff, board members, donors, foundations and other key stakeholders.
- Adhere to the organization's mission.
- Maintain proficient knowledge of the organization's history and programs.
- Assist with the execution of the Development Department's strategy and overall budget goals.
- Research and identify grant funding opportunities. Verify that the organization meets the funder's eligibility requirements.
- Work directly with Development Director and the entire Development Department Team.
- Write, submit and manage grant proposals.
- Furnish prospective funders with supporting documents (i.e. financial, etc), newsletters and other organization materials.
- Invite prospective funders for a tour of our organization's facilities and coordinate those tours with the Development Director.
- Maintain electronic and hardcopy records of all work.
- Collaborate with the Development Director to compile an annual report.
- Accurately complete job assignments, agency forms, and written documents within assigned deadlines.
- Conduct self in a safe manner and help maintain a safe working environment at all times.

Qualifications

- Understand GFRM's Christian faith and Statement of Faith.
- Understand GFRM's theology and core values.
- Bachelor's degree in creative writing, English or related field.
- 2+ years of grant writing experience.
- Proficient with measuring and reaching income goals.
- Ability to communicate effectively with donors, clients, fellow employees and prospective funders.
- Ability to maintain confidentiality.
- Develop a trust relationship with donors, clients and fellow employees.

Skills

- Excellent organizational skills.
- Ability to effectively multi-task, good communication skills, and strong listening skills.
- Must have basic data processing skills, word processing, and desk top publishing skills.
- Strong people skills, with proven ability to encourage and motivate others.
- Teachable spirit and willingness to submit to leadership.
- Self-motivated, exhibiting responsibility, maturity, integrity, and dependability.
- Committed to team participation. Must be effective in working with staff within the facility.
- Must be a self- initiator who can work under and meet deadlines.

Software & Equipment

- Must be proficient in Windows, Microsoft Word and Excel.
- Must be familiar with basic office equipment, such as computers, copiers, printers and scanners.

Applications can be picked up and are accepted with your resume at:

Great Falls Rescue Mission
Administration Office
408 2nd Avenue South, East Entrance
Monday – Friday
8:30 am – 5:00pm
(406) 761-2653
carrie.matter@gfrescuemission.org