

# THRIVE ALLEN COUNTY

<b>Job title</b>	<i>Grant Writer</i>
<b>Reports to</b>	<i>Director of People</i>

## Job purpose

The Grant Writer is primarily responsible for writing and managing grants. The Grant Writer works closely with the Deputy Director to oversee the accuracy of information, deadlines, and budget requirements of grant proposals.

## Duties and responsibilities

### Grant Writing:

- Research, write, and submit funding proposals to government, corporate, and foundation sources.
- Ensure grant submissions and reports are completed on a timely basis.
- Facilitate grant monitoring visits and audits.
- Work with outside organizations in Allen County to write and submit grants on their behalf.
- Update, manage, and monitor donor database for grant reporting and stewardship.
- Assist the Deputy Director and program staff in monitoring program outcomes and research.
- Build and maintain relationships with potential and current funders, community organizations, and other partners.

### Administrative and Customer Relations Responsibilities:

- Provide outstanding service to community members and donors by responding to their needs.
- Consult and liaise with partners, community members and consultants.
- Generate queries, reports and lists from database.
- Attend Thrive Allen County events, as required (typically during evening and weekend hours).
- Work with the communications department to promote grants using newsletters, flyers, and digital marketing outreach.
- Perform other duties as assigned.

## Qualifications

- Bachelor's degree or equivalent experience required.
- Excellent writing skills required; grant writing experience preferred.
- 1 years' experience in a not-for-profit development office preferred.

- Ability to communicate clearly and effectively in a professional manner.
- Friendly personality who enjoys working with the public.
- Professional attitude and appearance.
- Strong verbal and written communication skills.
- Strong problem-solving skills with experience managing deadlines and budgets.

#### More Information

- Thrive is an EOE.
- Kansas residency required; Allen County residency preferred.
- Compensation: \$21.63/hr - \$24.04/hr, based on experience. This is an hourly position with medical and dental insurance with 100% of the premiums paid for the employee, IRA with employer match of up to 3%, 120 hours of paid vacation a year, and 11 paid holidays.
- Thrive places a high priority on team players and community-minded individuals.

**To apply send your resume, cover letter, three references, and writing sample to [jobs@thriveallencounty.org](mailto:jobs@thriveallencounty.org)**