

Position Description: Grant Writer

The Grant Writer should have excellent research and communication skills. They should be able to clearly communicate in both written and verbal communication, especially in grant proposals. The grant writer must be highly motivated and have a strong sense of initiative to identify new funding leads and develop relationships with potential donors. They should be able to understand the history, structure, objectives, programs and financial needs of the organization to effectively research and follow up on potential grant opportunities. The Grant Writer reports directly to the National Fundraising Chair.

Responsibilities:

- Research grant opportunities from government and non-government agencies (individuals, corporations and foundations)
- Effectively convey UNWLA's mission, vision and programs to potential donors
- Draft grant proposals and supporting documents based on the funding requirements of the organization
- Submit proposals to Fundraising Chair for approval
- Respond to internal and external queries on drafted and submitted proposals.
- Maintain positive relationships with fund providers and other stakeholders.
- Maintain records and submit reports related to grant opportunities
- Identify new grant opportunities

Preferred Qualifications:

- Bachelor's degree in English, communications, creative writing or a related area (master's degree preferred)
- A minimum of two years' experience in grant writing, copywriting skills a plus
- Excellent knowledge of proposal submission and fundraising process
- Ability to study and understand programs and funding requirements of the organization
- Strong research and writing skills
- Multitasking, organizational and time management skills
- Ability to handle confidential matters with utmost integrity
- Working knowledge of computers