



*Investing in Awesome Kids!*

## **Position Description: Grant Writer Full Time**

The Salem Keizer Education Foundation is a catalyst for the enhancement of the education of Salem-Keizer public school students by providing resources for creative and innovative programs and materials, educating and mobilizing the community, and sustaining collaborative partnerships that support its goals.

The Grant Writer is responsible for writing proposals for both unrestricted operating revenue and restricted projects and for submitting timely and accurate reports for all existing grant funded projects.

### **Major Responsibilities:**

- Responsible for conducting the full range of activities required to prepare, submit, and manage grant proposals to Federal, State, private foundation and corporate sources.
- Perform prospect research on foundations and corporations to evaluate prospects for corporate and foundation grants.
- Work with finance to gather information necessary to report to corporate/foundation funders on current grant programs.
- Comply with all grant reporting as required by foundation/corporate donors.
- Assist the Executive Director in providing stewardship to current donors, including regular written updates (newsletters etc) to corporate and foundation donors.
- Understanding of institutional history and programs.
- Make appointments for Executive Director with foundation officers and other prospects, arrange for onsite tours for supporters (foundation officers, foundation trustees).
- Maintain current records in database and in paper files, including grant tracking and reporting.
- Track statistics relevant to development and provide department with written materials necessary for donor stewardship (visitor number and diversity, educational program attendance, etc).
- Work with Executive Director to provide development input for all written institutional materials (including Annual Report, Community Needs Assessment and marketing materials).
- Work with Board of Directors and Afterschool Alliance ambassadors to provide development input and guidance.
- Research and report on education needs in Salem-Keizer to assist the foundation and school district in advocating for high quality K-12 public education.
- Collaborate with Executive Director and Board of Directors to create data-driven marketing and development materials
- Assist with other fundraising projects as requested

**Knowledge and Skills:**

- Strong written communication skills; ability to write clear, structured, articulate, and persuasive proposals.
- Strong editing skills.
- Attention to detail.
- Ability to meet deadlines.
- Knowledge of fundraising information sources.
- Experience with proposal writing and institutional donors.
- Knowledge of basic fundraising techniques and strategies.
- Knowledge and familiarity with research techniques for fundraising prospect research.
- Strong contributor in team environments
- Knowledge of philanthropy trends in education and NW giving

**Qualifications:**

- Minimum of three years experience with grant writing.
- Experience writing grants and responding to RFP's for K-12 education-based non profits and programs
- Proven track record of securing federal, corporate, and private grants and sponsorships
- Previous experience with non-profit fundraising.
- Experience working in deadline-driven environments.
- Able to work well in a team environment, handle multiple assignments and meet deadlines.

Successful candidate is organized with strong verbal and written communication skills; strong listening capabilities; Courteous and professional conduct.

Self-starter and problem-solver with strong initiative and ability to design, implement and evaluate projects and demonstrated ability to create positive learning environment

Fingerprinting and Child Abuse Index Clearance from Department of Justice

Works effectively with team, staff, customers, and Board of Directors

**Compensation**

- Range is \$15.00 -\$18.00 per hour commensurate with experience.
- Twelve (12)month position. Some evening and weekend work required