

***Big Brothers Big Sisters of Metro Milwaukee, Inc. Position Description***

Job Title: <b>Grant Writer</b> Reports to: Vice President of Development Department: Development FLSA Category: Exempt Date approved: February 2024
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**Position Summary**

The Grant Writer executes a strategic grants program that effectively matches program and organizational needs to funding opportunities from foundation, corporate and government donors. The Grant Writer works closely with the Vice President of Development and others to develop compelling approaches and materials that will win financial support for programs, build capacity and meet budgeted goals. In addition to primary grant writing duties, the Grant Writer conducts fund development research; contributes to the grants calendar for timely submission, reporting and stewardship deadlines; and assists with general fundraising activities, including special events.

**Qualifications**
**Education**

- Bachelor's degree from an accredited college.

**Experience**

- Three to five years fundraising experience as a grants writer; experience in a United Way partner agency and/or social service agency a plus, along with understanding of program delivery and outcomes reporting is preferred.

**Competencies and Skills**

- Excellent writing and editing skills, with the ability to interpret and package ideas in a clear and persuasive manner.
- Experience with all facets of grant research.
- Ability to interpret program outcomes and data.
- Proficiency with fundraising software and Microsoft Office.
- Extremely well-organized and detail-oriented.
- Able to work independently and as a team player.
- Strong project management skills and ability to consistently meet internal and external deadlines.
- Ability to maintain confidentiality throughout daily operations and communications.
- Ability to relate well in multicultural environments.

**Responsibilities**

- Manage all writing and submission of Letters of Intent, grant proposals and reports to prospective and current donors.
- Coordinate with Program Directors to fully understand and capture program outcomes, status reports, service delivery details and match stories to enhance proposals. Gather and maintain organizational data, external data, and research data, including outcome comparables; highlight success stories, outcomes and community impact.
- Maintain accurate database records and grant report activity using Raiser's Edge including written strategies for all major foundation and corporate donors.
- Write and edit all development-related agency materials.
- Research, identify and prioritize new sources of funding on an ongoing basis to ensure budgeted goals are met.
- Ability to cross-train on database, data entry, phones, etc.
- Attend mentoring program activities as deemed necessary for grant writing purposes including but not limited to REACH activities, mentor2.0 events, sponsored activities, and Match events.



- Other tasks may be assigned, based on business needs and the department supervisor's request or the CEO

**Agency Requirements**

[See Agency Requirements Addendum](#)