



POSITION DESCRIPTION

For over 35 years, Parks & People has worked to revitalize neighborhoods through hands-on community cleaning and greening activities, the building of public-private partnerships to sustain green spaces and programs that allow children to learn, grow, and explore their natural environment. Parks & People's vision is for Baltimore to be One Park - a vibrant network of green spaces, including parks, gardens, playing fields, landscaped boulevards, and more that connect people with the natural environment and each other every day.

Mission: Uniting Baltimore through parks.

Vision: Everyone in Baltimore is connected to nature, their community and each other through vibrant parks and green spaces.

GRANT WRITER

REV: 03/18/20

FLSA STATUS: NONE - CONTRACT POSITION

MAJOR RESPONSIBILITY: The Grant Writer is responsible for the research, writing and reporting of grants for both unrestricted operating revenue and restricted projects and for submitting timely and accurate reports for all existing grant funded projects.

REPORTS TO: Director of Development

ESSENTIAL FUNCTIONS:

- Responsible for conducting the full range of activities required to prepare, submit, and manage grant proposals to corporate/foundation sources
- Perform prospect research on corporations/foundations to evaluate prospects for corporate/foundation grants
- Work with Finance to gather information necessary to report to corporate/foundation funders on current grant programs
- Manage the proposal submission process to ensure timely submission of all required materials
- Coordinate and follow-up on the progress of submitted proposals
- Comply with all grant reporting as required by corporate/foundation donors
- Conduct prospect research to identify, cultivate and solicit new grants

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 of and familiarity with research techniques for fundraising prospect research

QUALIFICATIONS:

- A minimum of 2 years of experience in research and grant writing
- Previous experience with non-profit fundraising
- Experience working in deadline-driven environments
- Able to monitor and meet income goals
- Demonstrated ability to write successful grant proposals
- Detail-oriented, organized, deadline-driven
- Clear, precise and compelling writing skills
- Able to effectively communicate
- High proficiency in all areas of Microsoft Office to include Outlook, Word, and Excel

The person selected for this assignment would work remotely and be able to devote approximately 20 hours per week. Attendance for occasional on-site meetings is required. This contracting opportunity does not offer any employee benefits.