

# Hospitality House of Charlotte

## Job Description



### Job Title: Part-Time Grant Writer

Reports to: Chief Development Officer

Compensation: \$50/hr

Type of position: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input checked="" type="checkbox"/> Contract	Status: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt	Hours: <u>12 hrs/week</u> <input checked="" type="checkbox"/> Varies <input type="checkbox"/> Scheduled <input type="checkbox"/> On-Call
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### Job Purpose:

Hospitality House of Charlotte seeks a Part-Time Grant Writer to prepare persuasive fundraising and institutional development materials for a wide variety of audiences, including foundations, governments, and corporations. The incumbent will collaborate across internal departments and committees to clearly and compellingly convey the urgent work Hospitality House is doing to ensure access to healthcare for all through grant proposals, LOIs, concept notes, donor reports, talking points, and briefs. This individual is fluent in a variety of styles, ranging from narrative storytelling to highly technical writing, and can navigate a complex workload while moving from project to project with ease. This position requires strategic thinking, excellent project management skills, effective and empathetic communication skills, and deep knowledge of HHOC's mission, values, and goals. The incumbent is a key member of the Development Team and reports directly to the Chief Development Officer.

### Allocation of Time:

Performance: Measured by observation, correspondence and written documentation. The Grant Writer's time should be allocated as follows:

- Grant Writing – 50%
- Research & Planning – 35%
- Grant Tracking & Reporting – 15%

### Summary of Duties:

Below is a summary of major duties and responsibilities of the Grant Writer. He/she may perform other duties, both major and minor, which are not mentioned below. Specific responsibilities may change from time to time at the discretion of the Chief Development Officer.

### **Grant Writing**

- Assume responsibility for all aspects of raising support from foundations, corporations, and government sources requiring researching opportunities and writing full grant proposals for both unrestricted operating revenue and restricted projects, including capital and endowment support.
- Study and understand the history, structure, objectives, programs and financial needs of the organization.
- Write and coordinate full grant proposals and reports to foundations, corporations and select government agencies as determined by the grants calendar and grant reporting requirements.
- Foster the growth and implementation of best practices for all grant-related functions, including proposal-writing, budget development, and data integrity.

### **Research & Planning**

- Identify corporate and foundation prospects and develop effective solicitation strategies to secure funding for organization priority initiatives.
- Strategically link institution and programmatic initiatives with opportunities for grant funding.
- Make informed and well-prepared presentations on major funding decisions; lead conversation on benefits and risks of a particular grant.
- Research and compile pertinent institutional information for projects requiring funding. This includes meeting with or contacting various departments/committees within the organization to garner information to be incorporated into case statements, letters of intent, proposals and reports.
- Perform prospect research on foundations and corporations to evaluate prospects for corporate and foundation grants.
- Follow relevant industry news and trends as it relates to Hospitality House of Charlotte's needs.

### **Grant Tracking & Reporting**

- Follow up with grant-making organizations during their review of a submitted grant application to supply additional supportive material if requested.
- Submit proposals to grant coordinators for approval.
- Maintain records and data related to grant opportunities.
- Perform other duties as necessary.

## **Qualifications**

The following qualifications are the minimum requirements necessary to adequately perform the job. However, any equivalent combination of experience, education, and training which provides the necessary knowledge, skills, and abilities will be acceptable; subject to any legal and/or regulatory requirements.

## Position Requirements

- Bachelor's Degree with at least five years of experience as a grant writer for a nonprofit organization, or an equivalent combination of education and experience.
- Excellent writing and speaking skills that translate into compelling pitches, effective asks, and solicitation letters, and meaningful reports to donors on the impact of their gifts that protect and reflect the mission, goals, and values of the organization.
- Capable of balancing multiple priorities effectively.
- Enthusiastic, self-motivated, and committed to excellence.
- Capable of working well with a variety of personalities and leadership styles.
- Highly organized and professional demeanor.
- Resourcefulness, planning, promotions savvy, and problem-solving acumen.
- Must have previous grant writing, technical writing, or nonprofit industry experience.
- Experience submitting a major federal, state, or county level grant with many intricacies, deadlines, and deliverables helpful.
- Must be proficient in MS Office product suite.
- Must be computer savvy and comfortable learning new systems including, but not limited to: web-based database program and scheduling programs.
- Emotionally resilient; ability to work unsupervised; highly self-motivated.
- Must have strong organizational skills and pay close attention to detail.
- Able to relate well to a wide range of individuals and foster appropriate professional relationships.
- The physical demands for this position are as follows: regularly required to sit, talk, and listen.