



Grant Writer

About ACHIEVEability

ACHIEVEability is seeking a dynamic Grant Writer who will help us to realize our mission of breaking the generational cycle of poverty for West Philadelphia families. Reporting to the Director of Development, the Grants Associate will identify, define and develop funding sources to support existing and planned program activities, as well as coordinate the development, writing and submission of grant proposals and reports. The position is also responsible for collecting, analyzing, and reporting data on the performance of the program activities that are funded by public and private sources.

Responsibilities

Grant Writing

- Write high-quality grant proposal narratives, applications, and prepare supporting documents for institutional, corporate and government funders.
- Manage the proposal submission process to ensure timely submission of all required materials. This includes gathering necessary information and attachments from different departments to create a competitive grants package (financials, program stats, narrative information, etc.).
- Submit all proposals through online portals or by mail, when necessary.
- Track progress of submitted applications and record outcomes in the development database.
- Maintain passwords and login information for various funders.
- Organize grant folders to ensure ease of sharing within the organization via Sharepoint and RDWeb.
- Create and maintain a grants tracking system that clearly identifies upcoming opportunities and outcomes from submissions. This includes adding deadlines as they arise, which includes new funding opportunities as well as grant reports once an application has been awarded.
- Ensure all grant awards are entered into the development database correctly.

Grant Planning

- Working with the Director of Development, create an annual plan for institutional funding work.
- Collect, analyze, and record programmatic performance data that are typically requested in grant proposals. This includes compiling demographic and neighborhood statistics about the community ACHIEVEability serves. Keep updated annually.
- Conduct ongoing (monthly) grant prospecting to identify new funding opportunities that align with ACHIEVEability's programmatic priorities.
- Attend information sessions and reach out to funders, as needed, to clarify application questions, confirm submissions and/or ask for feedback.

Project Management

- Create reports for the Board and staff regarding grant progress.
- Once grant is awarded:
 - Inform all relevant team members of funding award and provide grant overview, goals and timeline.
 - Serve as liaison between ACHIEVEability and stakeholders and vendors to support grant implementation.
 - Set up or ensure appropriate tracking systems are in place to monitor grant progress and compliance.



ACHIEVEability

- Proactively reach out to appropriate team members to update organizational documents (bios, participant stories, budgets, etc.).
- Lead invoicing for state grants and support grant invoicing across the organization.
- Support the annual audit process.
- Work with finance to gather relevant information and share grant awards and executed contracts with the team.
- Organize and scheduling meetings as needed.
- Manage fiscal year outcome document.

General Team

- Support the creation of communication and marketing materials (annual report, site visit slide deck, website, social media, etc.)
- Participate in programmatic meetings to remain current on all mission and programmatic activities.
- Participate in “all hands-on deck” activities.
- Perform other duties as assigned to support development and program activities.

Qualifications

- Bachelor's degree required.
- Demonstrated ability to write successful grant proposals.
- Demonstrated exceptional organizational and time-management skills.
- Demonstrated excellence in organizational, managerial, verbal, and written communication skills.
- Knowledge of Philadelphia area foundations and corporations preferred.
- Detail-oriented, organized, deadline-driven.
- Maintain a high level of confidentiality and discretion.
- Take initiative and work strategically and independently on multiple, simultaneous projects.
- Clear, precise and compelling writing skills.
- Ability to take constructive feedback and engage in robust editing process.
- High proficiency in all areas of Microsoft Office 365, Adobe Acrobat and Docusign.
- Ability to work both independently without close oversight, but also as a team player who will productively engage with others at varying levels of seniority within and outside of ACHIEVEability.
- Connection and passion for ACHIEVEability’s mission.
- A professional and resourceful style; the ability to take initiative, and to manage multiple tasks and projects

Salary range: \$50,000 - \$60,000