



## Grant Writer Job Description

The Grant Writer is primarily responsible for developing and writing grant proposals to foundations and other grant-making organizations, and will persuasively communicate KBTF's mission and programs to potential funders. Reporting to the Fundraising and Marketing Manager, the Grant Writer will assemble and submit grant requests, establish and maintain personal contact and relationships with foundation contacts, conduct prospect research, and maintain a calendar of submissions and other deadlines.

### Duties:

Developing and writing grant proposals to foundations and other grant-making organizations, persuasively communicating the organization's mission and programs to potential funders;
Assembling and submitting grant requests, including letters, proposals, budgets, and presentations;
Establishing and maintaining personal contact and relationships with foundation contacts and program officers;
Ensuring prompt acknowledgement of foundation gifts;
Maintaining calendar to ensure timely submission of letters of inquiry, proposal deadlines, and reports;
Conducting prospect research;
Prioritizing projects to keep multiple projects moving in a timely manner, meet deadlines and manage supplemental material required for proposals'
Providing writing support for major donor and individual contribution letters and acknowledgements.
Other duties as assigned.

### Core Competencies:

The grant writer will be able to craft funding proposals in a clear and compelling manner. Excellent writing, analytical, and research skills are essential. The grant writer must be self-motivated, detail-oriented, and highly-organized, and have experience using online databases and other sources to locate biographical, financial, and philanthropic information. A high level of computer literacy required. The grant writer must possess an ability to work well under pressure and the ability to seek and synthesize information and communicate in a compelling and succinct form.