



## **Job Description**

Title of Position: Grant Writer  
Reports to: Executive Director  
Hourly position- \$25 per hour for approximately 20 hours a week or 1040 hours per year; Non-exempt

**Summary of Position:** Responsible for researching potential funders; preparing and submitting funding requests. Expectation to complete approximately 50 proposals each year.

### **Responsibilities Include:**

- Research government, corporate, private and community foundation funding opportunities
- Prepare background information on potential funders and discuss with Executive Director
- Research local community data to use in proposals
- Communicate with our program staff to get updated information about programs and goals to include in proposals
- Write, prepare and submit requests for funding following funder guidelines
- Maintain a schedule of proposal deadlines and pending and received proposal status

### **Qualifications:**

Bachelor's Degree; minimum of four years' grant writing experience for one or more nonprofit organizations; track record of obtaining funding for nonprofit organizations; experience preparing requests for funding to federal, state and local government entities; familiarity with Cleveland area funders and knowledge of local nonprofit sector; excellent verbal and written communication skills; administrative ability and the ability to keep large quantities of information organized and meet deadlines; proficiency in Microsoft Office programs; ability to work occasional evenings and weekends if needed.

### **Interested candidates should send a resume and cover letter via email to:**

Joy Banish, Executive Director  
Greater Cleveland Volunteers  
jbanish@greaterclevelandvolunteers.org

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