

Grant Writer

Purpose: To support ZoeCare's mission and goals by raising money through the successful acquisition of private grants.

Description: The Grant Writer researches, writes, and applies for private grants to support the programs, events, projects, and general operations of ZoeCare.

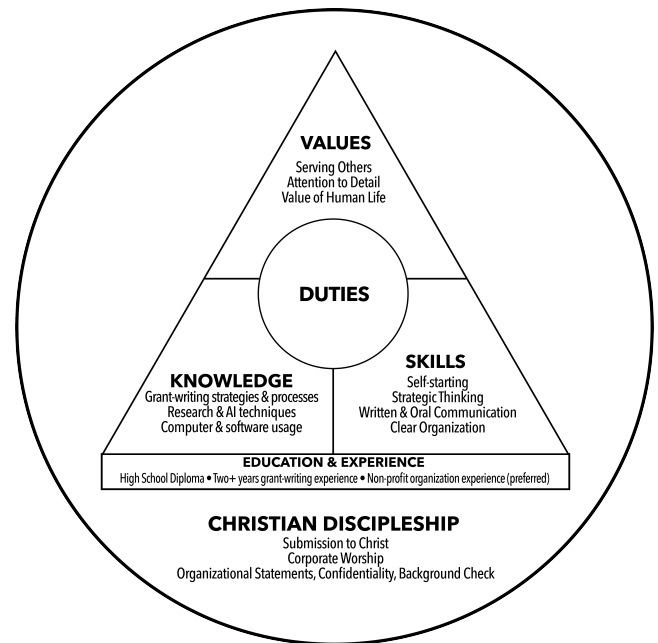
Reports To: Development Director

Weekly Hours: 12 (up to 16 hours as needed)

Strategic Importance: The Grant Writer strengthens the financial foundation for the organization, thus allowing ZoeCare to continue its mission and promote its vision.

Christian Discipleship: These core characteristics are required for all employees and volunteers.

- Submit to Christ's leadership and guidance.
- Participate in corporate worship at a local Christian church.
- Agree with ZoeCare's *Organizational Statements*, conform to and sign the ZoeCare confidentiality statement, and document completion of a Montana criminal background check.



CORE COMPETENCIES: *Grant Writer*

Duties:

- Research grant opportunities for a wide range of needs to fulfill ZoeCare's general operations, specific event and project budgets, and to raise money for individual programs.
- Write all grant letters of inquiry, applications, follow-up communications with foundations, and thank you cards/letters, as appropriate.
- Keep records of all grants submitted to foundations and the organizations' ongoing needs to be met through grant requests.
- Report regularly to the Development Director and Executive Director regarding progress on ongoing grant efforts, needs, and plans for grants going forward.
- Regularly communicate with other staff regarding their funding needs and accommodate as appropriate.
- Communicate and build relationships with private foundations.
- Assist Development Director in planning out Development Plan income and strategies for acquiring grant-related funding.
- Other duties as assigned.

Knowledge:

- Grant-writing strategies and processes.
- Research and AI techniques in grant writing.
- Computer and software usage.

Skills:

- Self-starting (able to plan a project and see it to completion without external motivation).
- Strategic thinking (determine how best to achieve the desired outcome).
- Excellent written and oral communication.
- Clear organization.

Values:

- Serving Others (particularly as it relates to ZoeCare's clients and patients).
- Attention to Detail.
- Value of Human Life (pro-birth, pro-abundant-life, pro-flourishing).

Education & Experience:

- High school diploma.
- Two+ years grant-writing experience.
- Non-profit organization work experience. (preferred).