

## SHOES THAT FIT Position Description

### GRANT WRITER (part-time)

**Job Title:** Grant Writer  
**Reports to:** CEO/Executive Director  
**Status:** Part-time (approximately 20-25 hours per week)

**Key responsibilities:** The Grant Writer (GW) is responsible for managing and expanding the private grant funding base for Shoes That Fit while promoting its mission and programs.

The GW's primary responsibility is to work closely with the CEO/Executive Director (ED) and other staff to develop and implement annual and multi-year grant funding plans. They research current and new funding opportunities and develop proposals that reflect the organization's mission and strategic plan with an understanding of the organization's strategic and financial needs.

The GW will be available to represent the organization and participate in shoe deliveries, events and other development activities, as needed.

#### **Typical duties and responsibilities include:**

- Researching foundation prospects, identifying new prospects and aligning proposals to current prospects with their giving priorities
- With the ED and other staff, cultivating foundation funding and writing grant proposals; following-up on submissions, as needed
- Submitting reports to foundations in a timely manner
- Creating annual proposal and report calendars
- Maintaining a multi-year calendar for significant funding opportunities
- Providing monthly updates on funding received, submitted, and scheduled
- Maintaining up to date foundation contact information in Salesforce database
- Work with colleagues to create narratives for reports and proposals

#### **Other Related Duties:**

- Support the ED and Vice President of Corporate Giving in identifying and researching potential corporate sponsors
- Research poverty and related statistics in regions of the country, as needed
- Assist in management of volunteers and volunteer chapters, as needed
- Help implement special events, as needed
- Report to the Board and provide Board development support, as needed
- Work with ED and Donor Relations Manager to analyze development performance metrics, as needed

**Qualifications:**

- Self-driven, reliable, results-oriented person with a positive outlook, and clear focus on high quality work.
- Ability to write professionally and persuasively.
- Well-organized and able to pay meticulous attention to detail.
- Represents organization in a professional and friendly manner.
- Able to be a team player and comfortable working in a variety of capacities across the organization in support of the mission.
- Hold a bachelor's degrees and 2-3 years of development or other related experience.
- Grant writing experience, preferred.
- Computer and software skills. Constantly operates a computer and other office machinery; must be able to remain in a stationary position for 50% of the time.

**Salary Range:** \$22 - \$25/hr., commensurate with experience.

**To Apply:** Send resume and cover letter indicating your interest in and qualifications for the position to [admin@shoesthatfit.org](mailto:admin@shoesthatfit.org)

**No phone calls, please.**