



## GRANTS WRITER

Job Location: Phoenix, AZ 85014

Position Type: Full Time

Education Level: Bachelor's Degree

### **WHO WE ARE:**

Jewish Family & Children's Service has been strengthening our community by providing Behavioral Health, Integrated Healthcare and Social Services to all ages, faiths and backgrounds since 1935.

### **POSITION RESPONSIBILITIES:**

- Coordinates the grant proposal process in conjunction with Grants Manager by preparing well-written grant proposals, letters of intent/request, cover letters complying with grantor standards and requirements, and persuasively communicating JFCS' mission and programs for potential funders
- Conducts data mining and develops background information for proposals by mastering program content that ensures the integrity and quality of proposal writing
- Updates Raiser's Edge with pertinent prospect information and tracks all grants activity in Raiser's Edge.
- Assists with writing follow-up correspondence, acknowledgement letters, interim, and final reports as well as creating donor profiles
- Manages tracking systems for grant submissions, letters of inquiry, proposal timelines, reports and materials through adherence with the grants calendar, to meeting deadlines and fulfill funder requirements
- Collects and synthesizes information about JFCS programs as needed to make the strongest business case for support
- Develops materials showing progress of JFCS programs for donor updates and ongoing communications
- Prioritizes projects to keep multiple projects moving in a timely manner, meeting deadlines and managing supplemental material required for proposals.
- Provides support to the leadership team and key staff for meetings with donors.
- Participates in annual fundraising, planning and goal setting processes
- Remains current with philanthropic trends and recent government, corporate and foundation grant making
- Assists the Philanthropic Services Department with special events, donor tours and donor solicitations as assigned



### **WHAT JFCS IS LOOKING FOR:**

- Bachelor's degree from an accredited college or university required
- Commitment to and passion for the mission and values of JFCS
- 3+ years of experience grants writing
- Proven history of developing successful grant strategies and securing small to midsize grants
- Demonstrates a history of successful grants and reports for non-profits, foundations, corporations, and government agencies in a mid-to-large non-profit environment
- Demonstrated superior writing, research, project management and organizational skills
- Excellent grammar, spelling, proofreading, and editing skills
- Possesses acute analytical and research skills
- Career history shows an ability to thrive in fast-paced environment and work collaboratively with staff located on- and off-site
- Experience with donor management software, preferably Raiser's Edge
- Proficiency in Microsoft Office suite

### **BENEFITS OF WORKING WITH JFCS:**

- Competitive Compensation
- Medical, Dental and Ancillary Benefits Including 401(k)
- Generous Paid Annual Leave Plan
- Meaningful Work With Reputable Non-Profit
- Positive, Employee Friendly Work Environment