

Gospel Outreach

Job Description

Grant Writer

Reports to: Director of Development

Summary: The Grant Writer is responsible for finding funding opportunities, writing polished proposals, and writing follow-up reports.

Duties and Responsibilities:

- Study to understand the history, structure, objectives, programs and financial needs of Gospel Outreach.
- Research grant opportunities.
- Counsel with OFFCO to determine which opportunities to pursue, and for what purpose.
- Draft grant proposals and supporting documents based on the funding requirements of the organization.
- Submit proposals to grant coordinators for approval.
- Respond to internal and external queries on drafted and submitted proposals.
- Maintain positive relationships with grantors.
- Maintain records and submit reports related to grant opportunities.

Essential Knowledge, Skills, and Abilities:

- A passion for the mission of Gospel Outreach.
- Research skills.
- Excellent writing skills.
- Self-motivated and the ability to meet deadlines.

Schedule:

- Flexible