



## **Job Description: Grants Writer & Administrator**

The Grants Writer & Administrator is responsible for developing, implementing and supporting new and existing government, foundation and corporate fundraising initiatives to generate increased revenue to support our work of helping older adults remain independent in their homes. Additionally, this position will provide assistance in writing/ editing any written material being used to communicate agency mission, events, program descriptions, etc. The Grants Writer & Administrator assists with the financial sustainability of Partners In Care Maryland, Inc. (PIC).

### **Duties and Responsibilities**

- Prepare documents, create drafts for approval, and submits proposals.
- Research and determine proposal opportunities.
- Coordinates with contributors to ensure grant requirements are met.
- Enters, updates, and maintain grant data tracker and calendar.
- File and maintain grant paperwork.
- Attend offsite meetings and conduct proposal presentations.
- Partner with CEO to develop grant writing strategy.
- Formulate and write foundation and corporation letters of inquiry, grant proposals, reports and other related communication.
- Maintain grant and funding details.
- Develop and prepare supporting materials for grant proposals.
- Research and identify new sources of support, track grants and deadlines and ensure timely submissions of required documentation in sales force.
- Work closely with the program staff to become familiar with a wide array of programs and ensure compelling and high quality submissions.
- Represent PIC in meetings, site visits, phone conversations, and events both internally and externally.
- Organize site visits for potential funders.
- Work with the members of the strategic planning team, as needed, to develop and implement strategic planning initiatives.





- Assist as needed with fundraising affairs and special events, which could be conducted outside of the employee's normal work schedule.
- Create and maintain a library of written descriptions of program activities for agency publications.
- Provide writing support for PIC communication efforts.
- Check company e-mail daily.
- All other duties assigned by management staff.

### **Required Knowledge, Skills, and Abilities (KSA)**

- Must have a bachelor's degree in Business Administration or related field.
- Must have 3+ years grant writing experience.
- 3-5 years of experience working in a nonprofit environment
- Verifiable experience in grant project budget planning.
- Ability to understand the needs of the agency and the grant funding organization.
- Proficient with office equipment and software including spreadsheets.
- Self-started and team player.
- Experience, willingness, and ability to collaborate and communicate with diverse teams and external partners.
- Ability to prioritize.
- Exemplary organizational skills and ability to manage multiple projects simultaneously and meet firm deadlines required.
- Must be computer literate and proficient in E-mail, Microsoft Word, Excel, PowerPoint and Google Docs.
- Must have excellent verbal and written communication skills.
- Must be able to interact effectively with management, donors, government and foundation funders discretion and confidentiality.
- Must be able to occasionally work evenings and weekends as needed for special events, meetings and deadline requirements.
- Valid Drivers' License with insurable driving record.
- Writing Samples required.





**Reports to:** C.E.O

This is a Full Time, Exempt position.

This position is eligible for benefits.

Salary is based on experience.

This position is grant funded.

**About Partners In Care Maryland, Inc.:**

Partners In Care Maryland, is an impactful organization that invest in the Older Adults of our communities. Our team consists of bright, energetic and talented people who have a passion for making a difference in the world by helping underserved communities.

**Comments:** E.E.O.C. Excellent benefit package that includes medical, dental, life, 403(B), and more. No phone calls please. Interested Candidates should forward a resume to [careers@partnersincare.org](mailto:careers@partnersincare.org) with the job title in the subject line or mail to Partners In Care at 8151-C Ritchie Hwy, Pasadena, MD 21122.



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[Partnersincare.org](http://Partnersincare.org)

410-544-4800