
Job Title: Grant Writer**Department:** Development & Partnership**FLSA Classification:** hourly, non-exempt**Reports to:** Development & Partnership Director**Hours:** 16 per week**JOB SUMMARY**

The Grant Writer is responsible for researching funding opportunities, developing compelling proposals, and managing the full grant lifecycle—from prospecting to submission to reporting. This role requires strong writing skills, attention to detail, and the ability to translate program goals into persuasive narratives.

ESSENTIAL DUTIES & RESPONSIBILITIES**Grant Research & Strategy**

1. Identify and research grant opportunities from foundations, corporations, and government sources.
2. Evaluate funding prospects for alignment with organizational priorities.
3. Maintain a calendar of grant deadlines, reporting requirements, and submission timelines.

Proposal Development

4. Write clear, compelling, and mission aligned grant proposals, letters of inquiry, and supporting documents.
5. Collaborate with program, finance, and leadership teams to gather data, budgets, and program details.
6. Tailor proposals to meet specific funder guidelines and priorities.

Grant Management & Reporting

7. Track grant progress, deliverables, and compliance requirements.
8. Prepare interim and final reports for funders, including narrative updates and financial summaries.
9. Maintain accurate records in the organization's CRM or grant management system.

Collaboration & Communication

10. Work closely with program staff to understand needs, outcomes, and impact stories.
11. Partner with finance staff to develop grant budgets and ensure accurate reporting.
12. Support development team efforts, including donor communications and fundraising campaigns when needed.

Data & Evaluation

13. Collect and organize program data to support strong, evidence based proposals.
14. Monitor grant performance metrics and contribute to continuous improvement of grant processes.

MINIMUM QUALIFICATIONS

1. Education
 - Record of outstanding academic achievement.
2. Experience
 - Proven experience in grant writing, fundraising, or related nonprofit development work.
 - Exceptional writing, editing, and storytelling skills.
 - Strong research and analytical abilities.
 - Ability to manage multiple deadlines and work independently.
 - Familiarity with nonprofit budgeting and program evaluation.
 - Experience with CRM or grant management software is a plus.
3. Other required Knowledge, Skills, and Abilities:
 - Ability to pass DSHS background check.
 - Exceptional written and oral communication skills.
 - Highly tuned listening skills.
 - Confident, professional and demonstrated passion for our mission.
 - Strong empathy and tireless perseverance.
 - Optimistic, positive and charismatic disposition.
 - Organized, detail-oriented, motivated, self-starter
 - General language, word processing, mathematical and reasoning skills
 - Proficiency with technology including MS Office Suite
 - Valid driver's license, with reliable transportation with insurance coverage sufficient to cover potential liability. An acceptable three year motor vehicle report and the continuous retention of an acceptable three year motor vehicle report.

EQUIPMENT USED

- General office equipment, including fax and copy machines, printers, etc.
- Computer, including basic use of Microsoft Office Suite.
- Phone

WORK ENVIRONMENT

- Sherwood offers a positive work environment with supportive leadership staff. This position will demand multi-tasking and flexibility in tasking.
- Able to comfortably work in an office environment, including sitting for extended periods of time and moving about campus as needed.
- Ability to attend numerous appointments in a variety of community settings each workday.
- Able to communicate clearly including in front of groups.
- May also include stooping, kneeling, reaching and lifting items.

The job description does not constitute a written or implied contract of employment. Sherwood reserves the right to revise or change job duties and responsibilities as the need arises.

All activities of this position shall be consistent with the agency's mission "to provide quality community based services and support for children, adults and families, enabling them to live meaningful lives to the maximum of their capabilities." The person filling this position will have the commitment to work effectively with diverse populations, including persons with disabilities.

All qualified applicants will receive consideration without regard to race, color, sex, religion, creed, marital status, age, Vietnam era disabled veteran's status, sexual orientation, pregnancy or presence of any sensory, mental or physical disability. All employment related decisions are based solely on relevant criteria including training, experience and suitability.

Employee Signature: _____

Date: _____

Manager Signature: _____

Date: _____

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