



**Ronald McDonald
House Charities®**
of Southern Colorado

Grant Writer

Ronald McDonald House Charities of Southern Colorado is seeking an experienced grant writer with a proven track record to assist with raising funds for the organization either on a contractual basis or as a part-time employee. *Please submit a cover letter, resume and salary requirements by 9/14/17 to Sam Rush-Walton, Development Director: sam@rmhcsoutherncolorado.org.*

The grant writer identifies grant funding opportunities, coordinates and develops goals and objectives for proposals, writes and submits grant proposals and donor reports, and assists the development director in stewarding relationships with funders.

- Conducts grant prospect research, ranks prospects, and schedules all grant submissions of foundation and corporate funders.
- Assists Executive Director and Development Director with donor cultivation and stewardship prior to submitting proposals.
- Schedule and write all grant narratives and reports.
- Maintains hard copy grant files.
- Maintains grants calendar and grant funders database.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Requirements :

- Bachelor's degree in communications, marketing, English or related field preferred
- Five+ years relevant experience; proven track record of successful grant writing.
- Excellent writing skills.
- Knowledge of Microsoft products (Word, Excel) and in donor database management preferred. Basic computer maintenance.
- Attention to detail.
- Able to effectively balance and coordinate multiple projects and reach deadlines.
- Excellent organizational, communication (verbal and written), problem solving, listening, and interpersonal skills.
- Must be a self-starter.
- Appropriate judgment when handling sensitive and confidential information.
- Function independently, demonstrate initiative, and work cooperatively with people.
- Ability to research, compile, and organize information to ensure successful grant proposals.
- Ability to empathize, encourage and guide.
- Valid driver's license and car insurance.
- Must be willing to submit to background checks.