
Title HOPE Foundation Volunteer - Grant Writer

Reports to HOPE Foundation Executive Director

Background and Purpose of To The Rescue HOPE Foundation:

The To The Rescue HOPE Foundation was established in November, 2020 and received a 501c3 Determination Letter in July, 2021.

The To The Rescue HOPE Foundation was established to secure funding and resources to improve the quality of lives for the at-risk population (primarily elderly and individuals with intellectual or developmental disabilities). Our mission is to empower and support at-risk individuals and those assisting them to live their best lives and our vision is to be the premier and largest recipient of grants, donations, etc. for the population we serve. The main focus areas in this effort are to support safe and affordable housing, employment opportunities, transportation, healthy living, community access, advocacy and other essential needs for the at-risk population in Iowa, Colorado and Arizona.

Position Summary:

Responsible for researching funding sources, writing polished proposals to earn grant money (securing all grant requirements, drafting grant responses, completing reports and meeting all due dates) and managing the grant submission process. Information must be accurate, compelling and polished. Management of the grant submission process includes maintaining the grant database (funder information, proposals submitted, contracts signed, etc.) and maintaining the grant calendar - tracking grants from submission date till completion (all monies spent and final reports submitted). The grant writer also develops and maintains relationships with grant influencers and grantors and provides support, in a team environment, with other fundraising and department initiatives.

Duties/Responsibilities: The duties / responsibilities may include, but are not limited to, the following:

- Study and understand the history, structure, objectives, programs and financial needs of the organization
- Attend bidder conferences and grant application training sessions hosted by funders
- Research prospective grant sources (private, corporate and government) compatible with the organization's strategic and programming goals
- Assist in the development of the fundraising strategy and maintain a list of funding needs. Calendar prospects into the annual grant strategy
- Research and collect data and study findings to support grant proposals and reports. Check for completeness against grant instructions; as well as spelling, grammar and style. Ensure compliance with regulatory requirements
- Coordinate the development of grant requests by establishing timelines that outline tasks, assignments, and deadlines; meet all deadlines; facilitate timely communications with program leadership; collect grant submission materials from Programs and Finance
- Draft and edit high quality, compelling LOI's (Letters of Intent/Interest), grant proposals, grant reports and acknowledgement letters
- Compile or develop materials to submit to granting or other funding organizations
- Format budgets to meet funder requirements

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- Draft grant proposals and supporting documents based on the funding requirements of the organization
 - Submit proposals to the Executive Director for approval
 - Copy, collate, package and submit final grant materials per grant instructions and within funder deadlines
 - Respond to internal and external queries on drafted and submitted proposals
 - Maintain records and submit reports related to grant opportunities
 - Review, summarize and track data on grant awards
 - Oversee and track all grant milestone (proposals in development, proposals submitted to funders, proposals that have been issued or canceled, deliverable deadlines, awards, etc.) ensuring that all content is always complete and up to date
 - Establish and maintain positive relationships with fund providers and other stakeholders

Required Skills/Abilities:

- Excellent verbal and written communication skills; demonstrated ability to write clear, structured, articulate and persuasive proposals
- Excellent editing skills
- Excellent organizational skills and attention to detail
- Strong leadership skills with ability to motivate and encourage others
- Proficient with Microsoft Office Suite or related software
- Superior attention to detail
- Possess a collaborative personality and be open to suggestions from team members
- Exemplify strong knowledge of industry protocols and best practices
- Excellent analytical skills and ability to accurately interpret complex documents
- Strong time management and organizational skills and able to meet deadlines
- Have a strong moral code and sense of ethics
- Proven grant writing experience
- A portfolio of submitted grants
- Ability to work in multiple grant platforms / databases
- Ability to work in a fast-paced environment
- Ability to handle multiple projects concurrently
- Motivated self-starter with the ability to work independently with purpose and accuracy in a fast-paced environment

Education and Experience:

- Bachelor's Degree in related field highly preferred
- 5+ years prior grant writing experience
- Have, or be willing to obtain, a certification in grant writing

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer
- Must be able to lift up to 15 pounds at times

Volunteer Name _____

Volunteer Signature _____

Date _____

Executive Director Name _____

Executive Director Signature _____

Date _____