

Position: GRANT WRITING SPECIALIST
Hiring Organization: United Way of Salt Lake
Salt Lake City, UT
Department: RESOURCE DEVELOPMENT
Reports to: EXECUTIVE VICE PRESIDENT & CHIEF OPERATING OFFICER
www.uw.org
Date Prepared: October 28, 2015

ORGANIZATION BACKGROUND AND EVOLUTION

United Way of Salt Lake (UWSL) has made a promise to our community – to change the odds so all children and their families have the same chance to succeed in school and life. Our role has evolved from primarily a fund-raising, fund distribution organization to what it is today—a community problem-solving organization, dedicated to advancing the education, income and health of our neighborhoods and communities to ensure that every child succeeds every step of the way, from cradle to career.

UWSL has adopted a unique approach to community problem-solving called Collective Impact. Collective Impact brings many different sectors together to find new and innovative ways to address challenges and develop lasting changes.

UWSL is committed to excellence. We have adopted high standards of accountability and operate with integrity and transparency. We provide outstanding customer service.

WORK ENVIRONMENT

UWSL's work environment is fast-paced, friendly, committed, nonpartisan, and ever changing. Employees are dedicated, appreciated and recognized for their efforts. All levels of personnel are engaged in the work daily. We offer competitive wages and a generous, comprehensive benefit package. Our focus is on high level results – communicating, aligning and integrating around our organizational goals.

POSITION OVERVIEW

Works under the direction of the EVP & COO, and closely with other UWSL departments as needed. Develops, implements, and manages strategic plans to secure funding from local, regional, and national corporations, foundations, and government sources. Identifies prospective partnerships, and ensures stewardship of current partnerships. Researches, writes, and manages all aspects of grant application processes. Will collaborate with multiple departments to ensure effective proposal and reporting.

KEY RESPONSIBILITIES

1. Develop strategic plans to secure new—and renewed—funding from geographically diverse corporations, foundations, and government sources to increase United Way of Salt Lake's grant revenue.
2. Understands UWSL's initiatives and programs and creates compelling case for support.
3. Coordinates evaluation of grant opportunities with appropriate staff internally; evaluates expected work time to complete applications; analyzes likelihood of award; provides a summary of opportunities to internal staff.
4. Utilize Foundation Search to seek out prospective funders and manage proposal process.
5. Proposes, coordinates, develops, and writes content for all grant proposals.
6. Tracks and reports annual grant revenue to United Way of Salt Lake leadership. Organizes and retains related computer and paper files.
7. Tracks reporting required by grantors and works in partnership with Collective Impact department to ensure fulfillment.
8. Manages cultivation of new relationships and stewardship of existing relationships

9. Develops and sends newsletters, follow-up correspondence, and grant reporting to funders and other stakeholders.
10. Assists with other projects as assigned, including drafting and editing other documents for the organization.

POSITION REQUIREMENTS

- Excellent written communication, research and project management skills
- Proficient in Microsoft Word, Excel, and Adobe Acrobat
- Must be a creative, detail-oriented, self-starter

MINIMUM REQUIREMENTS

- Three or more years related experience
- Proven track record in securing government grants, and private and corporate foundation grants

PHYSICAL REQUIREMENTS

The employee is regularly required to communicate clearly, in oral and written formats, with others in person, over the phone and via other devices. The employee must be able to transcribe, read extensively, prepare and analyze data and figures, and operate a computer. Special physical demands are not required to perform the work.

SALARY INFORMATION & FLSA STATUS

This is a non-exempt position that pays \$25.00 - \$32.00 hourly depending on experience.

TO APPLY

Only complete applications will be considered for the position. Complete applications include a cover letter, resume, and employment application. Employment applications and the complete job description can be found at <http://www.uw.org/about-us/careers.html>

NOTE: *The statements in this position description are intended to describe the general nature and level of work being performed but are not to be seen as a complete list of responsibilities, duties, and skills required of the person employed. Also, the statements do not establish a contract for employment and are subject to change at the discretion of the employer.*