

Grant Writer/Fundraising Coordinator

SUMMARY OF ESSENTIAL DUTIES/RESPONSIBILITIES (include but are not limited to the following)

- Oversee the grant calendar and upcoming deadlines for applications and reports.
- Write compelling grant proposals to acquire funding to accomplish Tri-State Christian School's strategic objectives
- Discuss grant requirements and funding guidelines/procedures, as well as program goals and objectives with appropriate staff.
- Work with the Principal to track money spent and left on reimbursement grants.
- Research, identify and prioritize grant and fundraising opportunities that match Tri-State Christian School goals.
- Research external data to provide compelling need statements.
- Work with Staff to compile and maintain demographic, socioeconomic, program or other statistical information relevant to grant applications.
- Prepare materials for presentation before grant-making boards and commissions.
- Assist in writing other communications content as needed.
- Maintain proficient knowledge of the organization's history and programs.
- Assist with/or lead Tri-State Christian School with fundraising events
- Participate in developing donor relationships
- Other duties as assigned.

SKILLS AND ABILITIES (include but are not limited to the following)

- Commitment to Tri-State Christian School's mission.
- Exceptional written communication skills and the ability to write clear, structured, articulate, and persuasive proposals.
- Excellent attention to detail and accuracy.
- Resourceful and results-oriented.
- Ability to work both collaboratively and independently.
- Ability to work effectively with volunteers and volunteer teams.
- Ability to reach out to and create commitment from volunteers.
- Strong project management skills. Comfortable managing multiple projects and priorities.
- Strong service orientation and commitment to assisting others with enthusiasm and professionalism.
- Ability to engage in conversation with donors and staff via the phone and written correspondence in an articulate, pleasant, and confident manner.
- Advanced skills in proofreading and copyediting.
- Exhibit sound and accurate judgment.
- Maintain professional technical knowledge.
- Proficient in Microsoft Office Suite products and ability to learn new systems quickly.

EXPERIENCE

- We are seeking an experienced grant writer who has been writing grants for 3+ years with good results.
- A degree related to grant writing is desired but not required.