



The Lincoln Center for Family and Youth
820 Adams Ave., Ste. 210 | Audubon, PA 19403
(610) 277-3715 | jobs@TheLincolnCenter.com

JOB DESCRIPTION

Title: Grant Writer

FLSA: Non-Exempt

Reports To: Chief Program Officer

Summary: This is a part-time position to assist in writing grant proposals to secure funding for a non-profit education and social services agency. Primary responsibilities include preparation of proposals and grant applications, and performance of administrative work in researching, identifying, developing, and responding to public and private grant opportunities in the areas of Education and Health and Human Services. Work is performed under broad direct of the Chief Program Officer with the majority of work performed independently. The position is part-time (16-24 hour per week), but could be converted to a full-time position.

- Responsibilities:**
- Learn organization's goals, programs, and financial needs
 - Perform research on alternative funding sources to meet financial needs
 - Identify funding opportunities and new program areas to match program priorities, using research tools
 - Engage with program officers at funding agencies of organizations
 - Generate revenue for Client programs and services through timely submission of well-researched, well written, and well-documented grant/fund-raising proposals.
 - Implement and maintain funding calendar of activities
 - Write reports to government, corporate, foundations, and other funding entities
 - Keep careful records to track all proposals
 - Plan and execute fund-raising campaigns
 - Promote the organization through public relations work

- Required Skills:**
- Knowledge of education and behavioral health fields of study
 - Ability to research, interpret, and analyze diverse data
 - Excellent grammar and written communication skills
 - Demonstrates attention to detail
 - Ability to be flexible and meet deadlines
 - Strong organization skills

- Experience**
- Work Experience: Minimum of 1 year of related experience and proven track record in grant writing
 - Education: Bachelor's Degree in communications, English, writing, or similar field
 - Certification from American Grant Writers' Association (AGWA) and/or the Grant Professionals Association (GPA) a plus