



The Lincoln Center for Family and Youth
1100 Adams Ave | Audubon, PA 19403
(610) 277-3715 | jobs@TheLincolnCenter.com

JOB DESCRIPTION: GRANT WRITER

Title: Grant Writer

FLSA: Exempt

Reports To: TLC's Chief Operating Officer

Organization Summary: The Lincoln Center for Family and Youth ("TLC") is a social enterprise company serving the Greater Philadelphia Area for over 50 years. Founded in 1970 and incorporated in 1983, TLC is an entrepreneurial nonprofit providing innovative education, coaching, and counseling services to public school students and their families. For more information, please visit <https://TheLincolnCenter.com>

Position Summary: This is a full-time position to assist in writing grant proposals 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, Human Services and Justice. Engaging with Universities, Hospitals, police departments and other community partners. Work is performed under broad direction of the Chief Operating Officer with the majority of work performed independently.

Duties & Responsibilities

- Learn organization's goals, programs, and financial needs
- Generate revenue for Client programs and services through timely submission of well-researched, well written, and well-documented grants proposals.
- Implement and maintain calendar of activities
- Keep careful records to track all proposals
- Research, identify, and pursue grant opportunities from the Department of Education, Department of Health & Human services federal agencies, with a focus on the Department of Justice (DOJ).
- Develop and maintain a comprehensive understanding of federal grant guidelines, application requirements, and evaluation criteria.
- Collaborate with program managers and subject matter experts to gather information and develop grant proposals that align with organizational priorities.
- Write clear, compelling, and persuasive grant proposals, ensuring accuracy, compliance, and adherence to submission deadlines.

- Coordinate with finance and administrative staff to gather budgetary information and ensure that grant proposals include accurate and realistic budgets.
- Manage the grant application process from start to finish, including drafting letters of inquiry, concept papers, and full grant proposals, as well as preparing required attachments and supporting documentation.
- Cultivate and maintain relationships with program officers, grant reviewers, and other stakeholders to enhance our organization's competitiveness for federal grants.

Skills & Knowledge:

- Strong understanding of federal grant regulations, policies, and procedures.
- 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 writing grants for Department of Justice and Department of Education

Education & Experience:

- Minimum of 1 year of related experience and proven track record in grant writing
- 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

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Work Environment:

Community and office settings

Work Hours:

This is a full-time position.

EEO Statement:

Our Company is committed to the principles of equal employment. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment which is free of harassment, discrimination, or retaliation because of age (40 and over), race, color, national origin, ancestry, religion, sex, pregnancy (including childbirth, lactation, and related medical conditions), physical or mental disability, genetic information (including testing and characteristics), veteran status, uniformed service member status, or any other status protected by federal, state, or local laws. We are dedicated to the fulfillment of this policy in regard to all aspects of employment,

including but not limited to recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination, and all other terms, conditions, and privileges of employment