



_____ Staff Signature	____/____/____ Date
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JOB TITLE: Grant Director
CLASSIFICATION: Regular, FT, Exempt

SUPERVISOR: VP of Resource Development
DEPARTMENT: Resource Development

Position Overview:

The Grant Director is responsible for developing and writing grant proposals, managing the full grant lifecycle, and ensuring the organization meets its grant-related revenue goals. The Grant portfolio shall include government and non-government funding sources such as Community, Corporate and Family Foundations. This role reports to the VP of Resource Development and is classified as Regular, Full-Time, Exempt within the Resource Development Department.

Essential Functions:

- ★ Develop and write compelling grant proposals
- ★ Manage multiple projects simultaneously, often under tight deadlines
- ★ Adapt to changing grant application processes and funding landscapes
- ★ Maintain a diverse network of potential funding sources
- ★ Maintain and update an ongoing Grant Pipeline spreadsheet indicating:
 - Grant Applications sent but denied
 - Grant Applications sent but pending decision
 - Grant Applications sent and awarded by type:
 - Government
 - Non-Government
 - Community Foundation
 - Corporate Foundation
 - Family Foundation

Key Responsibilities:

- ★ Research and identify potential grant-making sources
- ★ Develop annual Grant Plan to meet or exceed grant revenue goals
- ★ Compose and submit Letters of Intent, Applications, and Proposals
- ★ Prepare interim and final project reports for grantors
- ★ Maintain organization-wide grants calendar and comprehensive grantor database
- ★ Communicate effectively with grantors and internal stakeholders

Qualifications:

- ★ Bachelor's degree in communications or related field
- ★ 3+ years of demonstrated success in professional grant writing for non-profit entities
- ★ Mission-focused attitude and work-ethic
- ★ Experience with populations exposed to Domestic Violence and/or Sexual Assault
- ★ Excellent writing, research, and organizational skills
- ★ Proficiency in Microsoft Office software
- ★ Valid driver's license and automobile liability insurance



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Special Requirements:

- ★ Completion of 40-hour Certified Sexual Assault Advocate Training
- ★ Ability to work remotely with minimal supervision
- ★ Professional demeanor and ability to remain calm under pressure
- ★ Physical ability to lift up to 25-30 pounds occasionally

Work Environment:

- ★ Typically, climate-controlled office environment
- ★ Occasional exposure to various weather conditions
- ★ Moderate noise level
- ★ Non-discriminatory and inclusive workplace
- ★ This position requires a self-motivated individual with strong project management skills, attention to detail, and the ability to prioritize multiple projects effectively. The Grant Director plays a crucial role in securing funding for Hope Alliance's mission and programs