



JOB ANNOUNCEMENT
Yamhill Community Action Partnership (YCAP)
www.yamhillcap.org

POSITION TITLE: Grant Writer
RESPONSIBLE TO: Executive Director

Join one of Yamhill County's most broad reaching and dynamic non-profits. We assist low-income residents toward self-sufficiency through a variety of programs, including Client Services and Housing, Energy Services, our regional Food Bank, and Youth Services.

RESPONSIBLE FOR:

This is an exempt position responsible for all aspects of the agency's grant researching, writing, and reporting requirements. This position collaborates very closely with the Executive Director and two Program Directors, being a critical player in our ability to meet budget goals and to help us plan for strategic growth. There may be schedule flexibility, including limited remote work.

STATUS: Full Time Exempt
SALARY: Grade I - \$52,000+ DOE
BENEFITS: Sick & vacation leave. Medical for employee and family, dental, life, short/long term disability, Employer match up to 3% in 401k account.

KNOWLEDGE, SKILLS, & ABILITIES:

- Bachelor's degree in a related field and four years of successful grant writing experience.
- The ideal candidate will have demonstrated experience crafting funding proposals in a clear and compelling manner and success securing awards of \$100,000 or more.
- Experience with some or all of the following: federal, state, private/family foundation, local/county and corporate proposals.
- The ideal candidate will possess knowledge of social service and current trends in the field.
- Excellent writing, analytical, and research skills are essential.
- Candidates must be self-motivated, detail oriented, and highly organized.
- Candidate must possess the capacity to manage a high volume of work in a fast-paced, deadline driven environment.
- Proficiency with Microsoft Office (Word, Excel and Outlook) required.
- Ability to work with diverse people, organizations and teams.
- Ability to pass drug/alcohol & background check and insurance check of driving record.

JOB DESCRIPTION: See website at www.yamhillcap.org

CONTACT: Send application, resume and letter of interest to:
YCAP Attention: Human Resources
P.O. Box 621 McMinnville, Oregon 97128
OR
email to: alainab@yamhillcap.org

posting date: 5/3/2017



1317 NE Dustin Court PO Box 621 McMinnville, OR 97128 Phone: 503-472-0457 Fax: 503-472-5555
Youth Outreach: 719 E First Street Newberg, OR 97132 Phone: 503-538-8023 Fax: 503-538-2100
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