



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. Yamhill County is conveniently located between Portland and Salem and an hour's drive from the Oregon Coast. It features breathtaking farmland, a diverse array of outdoor and family activities, high ranking schools, and strong community ties. The county seat of McMinnville, population 34,000 and home of YCAP's Main Campus, has been named one of America's top small towns in recent years by several national magazines.

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: \$55,000+ DOE
BENEFITS: Sick & vacation leave. Medical for full-time employees at no monthly cost and family coverage available; 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 five years of successful grant writing experience.
- Excellent writing, analytical, and research skills are essential.
- Strong proven federal grant writing abilities are a requirement, plus experience with some or all of the following: state, private/family foundation, local/county and corporate proposals.
- Demonstrated experience crafting funding proposals in a clear and compelling manner and success securing awards of \$150,000 or more.
- Knowledge of social service and current trends in the field preferred.
- 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.
- Self-motivated, detail oriented, and highly organized. 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



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