

## **YAMHILL COMMUNITY ACTION PARTNERSHIP**

**POSITION TITLE:** Grant Writer  
**RESPONSIBLE TO:** Executive Director

### **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.

### **DUTIES:**

1. Provide quality service to our clients, staff, volunteers and the public by embracing our YCAP Commitment Statement.
2. Lead all grant efforts for the agency, including researching new prospects, identifying ideal funding opportunities, writing grant proposals, preparing grant reports and tracking reporting requirements/deadlines.
3. Manage all pre-award and post-award activities for the agency and work in partnership with department directors and other stakeholders to ensure proposals meet YCAP's priorities.
4. Must find funding sources that align well with the YCAP Mission and successfully appeal to the funding source board.
5. Deliver timely statistical and narrative reports, written, presented and oral communications.
6. Other duties as assigned

### **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.

The physical demands described represent those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job the employee will be required to sit, stand, kneel, walk or bend for extended periods of time. Must frequently lift and/or move up to 20 pounds and occasionally lift up to 30 pounds.