



Broward Housing Solutions - Freelance or P/T Nonprofit Grant-Writer Consultant

Reports to: CEO

Job Description and Requirements: Nonprofit, freelance grant-writer will identify, define, and develop funding sources to support existing and planned affordable housing activities in addition to coordinate the development, writing and submission of grant proposals to third-party entities (e.g. Government, Private Donors; Foundation; Corporations; etc.). This position is also responsible for collecting, analyzing, and reporting data on the performance of the program activities that are funded. Must have basic knowledge in funding sources and planned activity.

Qualifications: Bachelor's degree or have worked in related discipline with a minimum of five years related experience and a proven track record in grant-writing and program development. Candidate must have excellent written, oral, and verbal communication skills, be proficient in research, interpreting, and analyzing diverse data and possess the ability to work collaboratively and independently to achieve stated goals.

Main Duties:

- Perform research into grant-making organizations
- Write applications, letters of intent/inquiry (LOI) that display meticulous grammar and spelling
- Analyze the feasibility (eligibility) of the project's budget
- Writer may have to interview people in the organization and perform comprehensive research to complete the project given
- Must have complete understanding of the nonprofit's affordable housing programs
- When the proposal is complete, the grant-writer will keep in contact with the potential grantor/organization to check the progress
- May be required to submit progress report(s) to organizations
- Will be required to submit progress reports/updates to the CEO on a weekly basis
- Adhere to specific guidelines given by the CEO

Work Condition:

- Freelance grant-writer's working hours will depend on the project and deadline for the grant proposal or applications.
- Grant-writer will spend significant time using computer for research and email

Educational Requirements and Background:

- Bachelor's or master degree in communications, English, professional writing or a similar major • Outstanding grammar and research skills are essential
- Communication and leadership courses or trainings (recommended)
- Management
- Post-secondary training

- Proof of certification or license of grant writer workshop or training (recommended)
- Must have at least 5 years' experience in grant-writing

Other requirements:

- Must have good administrative skills and be detailed-oriented
- Outstanding grammar and research skills are essential
- Excellent communication skills
- Must also keep careful records to track their proposals
- Ability to work with wide range of people
- Ability to express themselves easily (both verbal and written)
- Ability to coordinate directly and supervise others
- Ability to persuade or influence others
- Excellent understanding about the operations of the foundations, organizations and businesses • Must be able to meet deadlines for grant writing projects
- May include managing volunteers, working with an executive board, plan fund-raising campaigns and promoting the organization through public relations work
- Extensive knowledge of Microsoft Office (Word and Excel a must).
- Must have valid Driver's License

Voluntary Certification(s):

- Certification (e.g. American Grant Writers' Association (AGWA) and the Grant Professionals Association [GPA])

****NO PHONE CALLS (PLEASE):** Email only the following:

1. Resume
2. Cover Letter
3. References and,
4. Salary Requirements: JodyO@browardhousingsolutions.org

Compensation: Commensurate with experience Other: Position open until filled.

About Strategic Philanthropy:

Strategic Philanthropy, Inc. a south Florida based company, was founded on the belief that effective corporate giving can be so much more than simply writing a check to charities and nonprofits who ask for your help or involvement. It is our belief that when a company aligns its charitable giving with a strategic approach and measurable outcomes, the power of giving enhances a company's brand, image and strengthens the relationships and partnerships within the community.

In short, Strategic Philanthropy gets hired by companies to give away their money to nonprofits that meet a company's business goals and objectives. As you can imagine, we have many relationships with the nonprofits in our community. We value all of the programs and services they have to offer and work with them to help promote positions that are available within their organization so that they may find the best talent possible.

For future job postings, follow us on: Facebook.com/StrategicPhilanthropy Twitter: @StratPhil