



www.Jfcstucson.org

JOB TITLE: Grant Writer
TYPE: Full time (30 hours)
LOCATION: Tucson, AZ
REPORTS TO: Director of Marketing & Development

ABOUT JFCS

Jewish Family & Children's Services (JFCS) of Southern Arizona is a specialty provider of trauma-informed behavioral health and social services. We believe in healing the world with loving-kindness through just and charitable acts. JFCS is committed to reducing the stigma of seeking mental health services, as well as providing a person-centered approach and specialized evidence-based treatment modalities to serve community members of all faiths, ages, ethnicities, races, sexual orientations and economic circumstances.

POSITION SUMMARY

Reporting to the Director of Marketing & Development, the Grant Writer plays an important role in JFCS achieving its annual funding objectives. Key responsibilities include: planning and executing a comprehensive annual grant funding program; planning, writing, editing and timely submission of grant proposals and the annual community report, Donor Perfect database updates, prospecting, donor/funder relationship management, actively participating in event and campaign fundraising efforts to meet and exceed annual revenue goals.

GRANT WRITING / REPORTING

- Compile information, write and edit grant inquiries / proposals / reports consistent with each funders' priorities, preferences, and guidelines.
- Review program, scope of project and budgets with appropriate internal stakeholders, i.e., CEO, Accounting, Clinical Services, Community Services, Marketing & Development, and program staff as appropriate.
- Develop and manage a grants calendar, including all submission and reporting deadlines and restrictions.
- Prepare and present grant reports for Board Marketing & Development committee meetings.
- Update Donor Perfect database with all grant/funders information for accurate tracking and acknowledgements. Prepare funder-specific acknowledgement letters.
- Identify new funding sources, which will provide a diverse and sustainable funding base for JFCS.

DEVELOPMENT / OUTREACH

- Cultivate ongoing relationships with existing funders.
- Plan, compile all written content and related images for the JFCS Annual Community Report according to a deliverables schedule to ensure timely production and distribution.

- Help facilitate meetings and on-site visits for CEO, Director of Marketing & Development, key JFCS Executives, and Board Members with business leaders, foundation officers, and other prospective donors. Maintain notes and write reports to measure progress.

QUALIFICATIONS

- Excellent writing, communication and organizational skills required.
- Bachelor's degree in business administration, marketing, public relations, social services, or related field is strongly preferred; or equivalent education, certification, and a minimum of 3 years grant writing work experience. Knowledge of behavioral health, social service or related field organizations preferred.
- Advanced PC skills and expert proficiency in Microsoft Office Suite.
- Desire to work as part of a team and willingness to promote the principles and views of JFCS of Southern Arizona.
- Ability to work with minimal supervision – self-motivated & confident.
- Ability to handle multiple projects simultaneously.
- Ability to work well with people from all backgrounds with varying degrees of experience.
- Ability to express ideas verbally and in writing.

OTHER REQUIREMENTS

- Able to use and manipulate various databases to run reports for grant writing and reporting purposes.
- Willingness to learn new software and compile data.
- Willingness to assist in various roles such as event planning and support, taking minutes and producing committee minutes, miscellaneous research as needed.
- Willingness and ability to work nights and weekends, as required. Attend off-site events and participate in on-going professional training and development.
- Office-based work with frequent sitting, standing, writing, telephone, and computer usage.

Jewish Family & Children's Services of Southern Arizona may need to revise or change the essential and supplemental responsibilities of the position as the need arises. This job description does not constitute a written or implied contract of employment.

TO APPLY, PLEASE EMAIL YOUR COVER LETTER, RESUME AND WRITING SAMPLE