

MUSKEGON RESCUE MISSION JOB DESCRIPTION

POSITION TITLE: Grants & Foundations Writer

REPORTS TO: Development Director

RELATES CLOSELY WITH: Executive Director
Development Team
Program Directors

As a team member of Muskegon Rescue Mission, we implement and live out our mission of demonstrating and proclaiming God's love to the less fortunate and homeless people in West Michigan. We do this by caring for and loving the individual as Christ would. We share the Good News of Christ's love and what He has done for us on the cross.

RESPONSIBLE FOR:

- Sharing your faith in Jesus Christ and praying with donors and co-workers as opportunities arise.
- The Grants & Foundations Writer is responsible for advancing MRM's revenue through raising funds via grant writing and foundation interaction.
- Identify and proactively seek opportunities to generate new proposals based on guidelines, interests, and fundability.
- Research and submit foundation grant proposals for general operating, project funding, and capital campaign.
- Research, write and submit grants and track/report according to award.
- Manage master grant calendar to ensure timely reporting on grants awarded and timely grant submission according to deadlines.
- Complete associated reporting as required.
- Persuasively communicate the organization and its programs to potential funders.
- Maintain current update of MRM's Research Log.
- Monitor deadlines and submissions through the means of a comprehensive process, using a systematic system.
- Support the overall goals of the Development Department by assisting with writing and special projects, as needed.
- Other duties as assigned.

PRIMARY STRENGTHS AND QUALIFICATIONS REQUIRED:

- Shall be a mature, born-again Christian and be in fellowship with a local evangelical church.
- Must provide a clear biblical testimony of a personal experience of receiving by faith the Lord Jesus Christ as Savior and give evidence of His presence in daily living.
- Gifted and compelling writer.
- Computer literate – Must be proficient in Windows, Microsoft Word and Excel; ability to effectively use the internet to conduct research and gather information.
- Able and willing to read and follow specific instructions, related to funding eligibility and submission, and to meet associated deadlines.
- Able to compose professional, compelling correspondence, including but not limited to full scope of grant writing disciplines.
- Excellent grammar and punctuation skills.
- Effective communicator – able to effectively share the story of MRM and secure financial support.
- Reliable and trustworthy, able to maintain confidentiality, high productivity, and meet deadlines.
- Bachelor’s degree in English, Journalism, Writing, Fundraising, Communication or a related field preferred.
- 2+ years professional writing and/or working in fundraising, public relations, development, community relations, or a related field.
- Previous experience working with and/or knowledge of homelessness preferred.
- Previous experience working for a non-profit highly desirable.

GENERAL INFORMATION:

- Part-time hourly position
- Hours: 28/week
- Flexibility in hours may be necessary at times to meet mission needs.

I have read the above, and understand that it is intended to describe the general content and requirements for performing this job. It is not an exhaustive statement of duties, responsibilities or requirements. I understand that this description does not preclude my supervisor’s authority to add or change duties or responsibilities, and understand that the performance of other duties will be required from time to time in order to meet the Mission’s needs. Furthermore, I understand that Michigan is an “At Will” state and that Muskegon Rescue Mission operates as an “At Will” employer. I also understand that, by signing this document, I am stating that I am able to perform all of these duties as described. I have been given a copy of this description.

SIGNATURE

DATE