

# SAFE & SOUND INITIATIVE

## POSITION DESCRIPTION

### **Title**

Grant Writer (Full-time Exempt)

### **General Functions**

Under the direction of the Executive Director, the Grant Writer will manage the grants process. This will include researching, writing, coordinating and submitting of grant proposals and reports to all public and private funders.

### **Essential Functions**

1. Research and identify foundation and business grant opportunities from new contributors and current funders with the capacity to provide larger contributions.
2. Coordinate contacts with current and prospective foundation sources.
3. Oversee development and maintenance of foundation grants calendar of submissions and reporting cycles.
4. Research and identify public grant opportunities from federal, state and local governmental entities.
5. Research and write grant proposals, with input from program staff.
6. Communicate with foundation and grant representatives to develop and maintain relationships.
7. Coordinate cultivation and solicitation events.
8. Coordinate recruitment of sponsorships for the annual meeting and other purposes.
9. Provide regular progress reports on fundraising goals, and other reports as requested.
10. Work collaboratively with all staff.
11. Perform other duties as assigned by the Executive Director.

### **Skills and Qualifications**

1. A Bachelor of Arts is required.
2. At least three-four years of increasingly responsible positions in grant writing and fund development.
3. Demonstrable, successful track record of identifying, cultivating and soliciting foundations and corporations and securing funding from them. Must have demonstrable experience in successful proposal preparation, development of goals, objectives and outcomes, and successful comprehensive annual fundraising program.
4. Deal effectively with people at all levels of responsibility and work with a high degree of confidentiality in all settings.

5. Must have demonstrable ability to work with people from diverse cultures.
6. Excellent writing and editing skills with the ability to write clearly structured, articulate and persuasive proposals specific to funders' criteria. Excellent oral communication skills are also essential.
7. Strong organizational skills required.
8. Manage multiple assignments with varying deadlines simultaneously.
9. Must be self-motivated, energetic, flexible, emotionally mature, diplomatic with a sense of humor, and work well with others in all situations.
10. Be proficient in Microsoft Office including Word, Excel and Access and have familiarity with donor tracking software.
11. Have a valid Wisconsin driver's license and daily access to an insured vehicle.

### **Compensation and Benefits**

Salary is negotiable, but very competitive. Benefits include health and dental insurance, employer contributions to pension, vacation and sick days, employer-paid life insurance and long-term disability insurance.

### **To Apply:**

Send cover letter, resume and three professional references with phone and e-mail contact information to Barbara Notestein, Executive Director at [safesound@milwaukeehidta.org](mailto:safesound@milwaukeehidta.org) or 801 W. Michigan St., Milwaukee, WI 53233.

Applications accepted until position is filled.