

Grant Writer

Job Description

Large development projects require significant funding, which can be augmented by applying for grants from foundations and local businesses. Fundraising priorities will be set by the Board of Directors and the Fundraising Director. The Grant Writer will identify possible sources of grants that match with the project needs and write grant applications with the help of project managers and follow-up with granting sources. After grants have been received, work with the project managers to assure the grant is properly used and that required reports are submitted in a timely fashion.

The duties of the Grant Writer include:

- Work with project directors to determine fundraising needs for projects supported by Friends of Sleeping Bear Dunes.
- Identify possible local, State, and national sources of grants that match with the project needs.
- Identify sources for annual unrestricted contributions.
- Develop an annual calendar of grant submissions based on application cycles; ideally, we would like to submit 3-4 grant applications a quarter.
- Develop a relationship with local funding sources and organizations with similar needs.
- Develop a network of organizations that will offer letters of support.
- Write grant applications with the help of project managers and follow-up with granting sources.
- Work with the project managers to assure that grants received are properly used and that required reports are submitted in a timely fashion.

Required Experience

- Grant writing or fundraising experience
- Writing, and editing skills

Required Training

Friends of Sleeping Bear Dunes will provide the necessary orientation and limited training in grant writing. NMC and NorthSky Non-profits offer grant writing classes.

Time Commitment

Time commitment is approximately 2-5 hours per week on an ongoing basis throughout the year.