



## Full-time Employment Opportunity

**Position:** Grant and Strategic Outcomes Writer

**Summary:** This position is responsible for collecting and reporting the objectives and strategic outcomes of DuPagePads that support grant prospecting, writing, management, and fulfillment, with direction from the Vice President of Development, for all non-governmental grant proposals.

**Reports to:** Vice President, Development

**Responsibilities:** (to be performed with or without reasonable accommodation):

1. Demonstrate a commitment and passion for serving the mission of DuPagePads.
2. Operate within the DuPagePads Core Values, which supports providing care in accordance with the Trauma Informed Policy and Practices of the Agency.
3. Be an active participant on the development team leading the design and implementation of private grant applications, retention, and reporting process to increase private grant funding, community partnerships, agency awareness, and meet revenue goals included in annual fundraising efforts.
4. Develop, implement, and manage annual private grant proposal calendar with plan that aligns with the agency's mission and vision to increase brand awareness, ensure consistency and clarity of messages, and create mission-driven partnerships.
5. Identify, research, and evaluate potential corporations, foundations, and community prospects for solicitation for funding opportunities that fulfill the organizational and programmatic needs.
6. Develop, write, compile, and/or coordinate grant proposals to foundations, including private and corporate.
7. Maintain grant data management system including acknowledgement and reporting systems, grant proposal and fulfillment calendar, and monitoring/tracking grants communications. This position will have special focus on transitioning grant data management from a manual process to automated where possible to improve accurate and efficient fulfillment and reporting.
8. Provide timely responses to all grant data requests and inquiries from internal and external audiences pertaining to grant proposals and reports.
9. Produce internal reports and summaries, including grant statistics and data analysis, as needed for senior leadership, finance, and board of directors. This includes all periodic regulatory reports and filings for grant related funding.
10. Work with appropriate program, development, and finance staff members on the creation of proposals and solicitations for new and existing program support.
11. Work with appropriate development staff members for mailing list maintenance for solicitation and donor recognition, donor data updates, and other non-standard grant related anomalies related to grants.
12. Maintain, update, and enhance agency web site information as it pertains to foundation funding efforts.
13. Ability to understand and monitor annual budget as it relates to proposals and grants received.
14. Participate in development and supervision meetings, weekly staff meetings, and maintain professional and respectful work relationships with colleagues.
15. Other duties as assigned.

**Knowledge, Skills, and Abilities:**

1. Self-motivated and highly organized with ability to meet deadlines and synthesize information quickly.
2. Familiar with advanced grantmaking concepts and solicitation procedures.
3. Highly collaborative style; experience developing, implementing, and leading grant writing strategies.
4. Excellent writing/editing and verbal communication skills.
5. Commitment to work collaboratively with all constituent groups, including staff, board members, volunteers, donors, program participants and other supporters.
6. Service-oriented focus with knowledge of the population served and the potential donor market.
7. Creative and strong problem-solving skills.
8. Proven ability to plan, analyze and manage appeals, reporting, and fulfillment of grant processes and timelines.
9. Proven ability to prioritize and perform multiple tasks, with attention to details and deadlines.
10. Computer literacy in Microsoft Office Suite products (Word, Excel, Power Point, etc).
11. Experience with grant writing sources, sites, and management tools.
12. Proven ability to forecast and update budget targets in relation to grant proposals and completion.
13. Ability to think innovatively and conceptually, and to adapt easily to change.
14. Ability to work independently and with team members.

**Qualifications:**

1. Bachelor's degree or experience equivalent in Journalism, Communications, Data Management, or another related field preferred.
2. Minimum of 3-5 years of experience in fund development or public relations, preferably at a nonprofit organization, or a strong equivalent preferred.
3. Experience managing and completing multiple grant projects simultaneously.
4. Demonstrated skills, knowledge and experience in designing, administering, and maintaining grant related dashboards and data management.
5. A proven history of success in grant workflow processes for data management, quality control, and efficient accurate reporting.
6. Ability to manage and update the organization's grant and public related profiles on regional and national databases.
7. Proven experience in grant prospecting, writing, and use of management tools such as GrantStation or similar.

**Other:**

1. Provide own transportation.
2. Utilize only secured internet sources when working off site.
3. Willing to work occasional evenings, weekend hours, and special occasions.

**Classification Status:** Full-time Non-exempt

To apply, please email cover letter and resume to [hr@dupagepads.org](mailto:hr@dupagepads.org), listing "Communications and Grants Manager" in the subject line.