



Grant Writer

This position description is intended to describe the general nature and level of work being performed by people in this category. It is not intended to be an exhaustive list of all responsibilities, duties and skills required of people in these positions.

Work Team:	Communications & Development
Reports To:	Director of Development & Outreach
Position Classification:	Long-Term Volunteer
Length of Service:	1+ year commitment

POSTION SUMMARY

The grant writer oversees the process and production of all materials related to the grant application process from identifying and qualifying prospects, to writing proposals and reports, to collecting data, budgets, and all relevant documents from a variety of departments to submission. This position will coordinate with the Director of Development, executive directors, department managers, finance/business office, development committee, and other stakeholders as necessary. and live into the mission, vision, and values of the Village. This is a part-time stipend position on location at Holden Village, and the person who fills this position will work in another area of the village for the other half of their time.

MAJOR FUNCTIONS (principal duties and responsibilities; such as categories supported, staff size, volume managed, etc)

Specific responsibilities include but are not limited to the following:

- Write grant applications and all reports and conduct prospect research on new opportunities that align with Holden Village's mission. Grant writing will be primarily to private foundations; however, some government applications may be required
- Oversee grant workflow processes related to data entry to ensure adequate internal controls and that all grants reporting of data is accurate
- Provide links between program, finance, and other staff so that all activities related to grant data collection and reporting are smoothly implemented
- Ensure compliance with IRS regulations and foundations' requirements for grants

- Respond to requests for special reports and non-grant materials with a strategic perspective
- Provide general support to the development department during peak periods
- Assist in the preparation of materials for Board meetings
- Support programs and special events both in and out of the Village for development and outreach efforts
- Assist with mailings or other marketing efforts to current and potential donors
- Revise and update Position Manual on a regular basis
- Keep orderly files and tracking systems
- Perform other duties as needed

KNOWLEDGE AND SKILLS REQUIREMENTS (position specifications; such as knowledge/education, skills, problem solving/decision making, risk/bottom line results, management responsibility – people and functions)

Specific knowledge and skills include but are not limited to the following:

- Bachelor's degree or equivalent experience in relevant fields such as creative writing, project management, nonprofit work, fundraising, or technical writing, preferred.
- Excellent writing ability that is clear, concise and analytic in style
- Ability to write for various audiences including foundations, donors, and broader general constituencies
- Comfortable with data management and administration
- Ability to multitask and prioritize work
- Independence, self-motivation and attention to details
- Awareness and commitment to growing in the practice of justice: equity, diversity, and inclusion in community
- Ability to work both independently and collaboratively to meet deadlines
- High ethical standards and confidentiality in dealing with sensitive information
- Commitment to collaborative strategic planning and working as a team
- Read, comprehend, interpret, and apply organization regulations and proposal guidelines
- Experience with grant writing preferred but not required

COMMUNITY EXPECTATIONS (particular knowledge/skills related to client and/or agency needs)

- Enthusiasm for and ability to work in a remote wilderness setting.
- Willingness to participate in a mutual review after 6-months.
- Pledges to work in ways that support and fulfill Holden Village's [Mission, Vision, and Values](#) and commits to the terms of the [Community of Practice Agreement](#).
- Abides by Holden Village's [Community Health Protocols and Practices](#).
- Extends genuine hospitality to all villagers.
- Upholds and works to further Holden Village values of diversity, equality, respect, sustainability, and spirituality as articulated in the [Strategic Plan](#).

- Be a community leader and role model by serving the village in roles such as First Response Team, Fire Brigade, Worship, and other program events and activities.
- Help new staff and volunteers integrate into the community.

COMPENSATION & BENEFITS

As a Long-Term Volunteer, you are eligible for the following compensation and benefits:

- \$550/month stipend
- Food (three meals/day)
- Housing & utilities
- Free parking at Fields Point
- Health insurance (medical, dental and vision)
- Basic life insurance
- Life Flight membership (emergency helicopter transportation based on medical need)
- Simple IRA account
- 37 "out" days per year
- 14 one-way boat tickets per year
- 21 friends & family days and 21 half-price friends & family days per year
- Access to amazing hiking opportunities, community events, teaching sessions, art studios and other educational opportunities!