



POSITION DESCRIPTION:

**Grant Writer, Part-Time**

---

*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.*

**DATE:** September 2021

---

**DEPARTMENT:** Communications & Development/Outreach

---

**REPORTS TO:** Director of Development & Outreach

---

**CLASSIFICATION:** Part-time Long-Term Volunteer

---

**ORGANIZATION**

Growing from the love of Christ, Holden Village is a courageous community that welcomes all people into the wilderness to form and renew their relationships with God, the earth, and each other.

We strive to fulfill our mission by offering year round intergenerational programs. We have more than 6,000 people visit and/or volunteer each year. Holden Village is a 501C-3 non-profit organization. Sixty percent (60%) of our operating budget is derived from fees paid by guests; forty percent (40%) is derived from donations and grants.

**POSITION SUMMARY**

This is a part-time stipend position on location at Holden Village. 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.

**MAJOR FUNCTIONS** (principal duties and responsibilities; such as client/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
- 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

**UNIQUE REQUIREMENTS** (particular knowledge/skills related to client and/or agency needs)

Holden Village is a remote community located in the North Cascades wilderness. Holden Village also has operations in the 25-Mile Creek area on the south shore of Lake Chelan.

- Commitment to serve Holden's mission of welcoming all into the wilderness to form and renew their relationships with God, the earth, and each other
- Commitment to the terms of the Staff Covenant, including: attending worship, weekly staff meetings, and participation in Village contributions of the dish team, garbology, and stoking.
- Each staff member agrees to read and follow Village personnel guidelines
- Staff members are expected to serve in other Village roles and projects as needed. Some examples include: first aid team, fire brigade, seasonal program events and activities, help with worship, and attendance at volunteer trainings
- All staff members are expected to engage & help all Villagers to integrate into community life

- Commitment to 1-year engagement with Holden Village