



POSITION TITLE: GRANT WRITER
DEPARTMENT: DEVELOPMENT
SUPERVISED BY: DIRECTOR OF DEVELOPMENT

About the Position

Experienced, part-time, grant writer needed to develop proposals and assist in the expansion of a successful grant portfolio program. This includes managing the submission process, researching and identifying potential grant opportunities, managing the submission and reporting calendar, and meeting all deadlines as required.

The Grant Writer works at the Agape office and reports to the Director of Development. This position reports 25-30 hours each week and compensation is \$25 per hour. Flexible schedule between 9am and 5pm Monday through Friday. The Grant Writer is also required to operate consistently within the program standards, mission, and guidelines as outlined by the Agape Youth and Family Center's Policy Manual.

Duties and Responsibilities:

- Collaborate with the Director of Development to produce effective proposals
- Research grant opportunities to support Agape programs and operations
- Develop grant proposals to foundations, corporations and government funding sources
- Submit grant proposals and develop appropriate / required documentation
- Ensure on-time delivery of all grant and report submissions
- Maintain grant files and grant calendar

Minimum Acceptable Qualifications:

- Bachelor's degree required; master's degree desired
- Minimum three years' experience in research, grant writing and reporting for foundations, corporations and government agencies, preferably for programs in education or human services or related
- Excellent research and written communication skills
- Ability to plan and manage processes and to detail are essential
- Proficiency in Microsoft Office
- Working knowledge of Raiser's Edge database a plus
- A genuine commitment to the mission, values and work of Agape is required

Candidates, please submit a brief cover letter including a short sample list of foundations who have approved your work, resume and two references by email to cchapman@agapeatlanta.org. No phone calls please.