

Housing Families Inc. Job Description

Job Title:	Senior Grant Writer
Hiring Manager:	Raeann Whalen
HM Title:	Director of Development
Division:	Development
Location:	Greater Boston Area

We want you to join our team!

Are you passionate about advocating for at-risk populations? Do you have a desire to lead a team of advocates collaboratively to end homelessness for families? Then Housing Families, Inc is the organization for you!

With you, we will be one step closer to fulfilling our vision of ensuring that every at-risk family has a quality, affordable place to call home!

RESPONSIBILITIES:

Role Purpose

As a member of the Housing Families Inc. Development Team, the Senior Grant Writer reports directly to the Director of Development. The Senior Grant Writer will work with the CEO, Program Directors and Staff conceptualizing, researching, developing, writing and editing proposals. Housing Families works with state agencies, corporations, foundations and individual donors to secure funding for agency programs and projects.

Responsibilities

- Researches and writes proposals to state agencies, corporations, foundations and individual donor proposals to meet annual budget goal.
- Maintain a direct portfolio and hold some relationships with foundations.
- Develop, maintain and execute an annual calendar that identifies and tracks proposal and grant reporting deadlines.
- Conducts research on potential funding sources, qualifies prospects, develops and maintains relationships with external agencies.
- Preparation of financial reporting for grantors, with Finance team.
- Produce grant revenue projections for HFI Finance Leadership.
- Facilitates and manages grant submission process.
- Manages Raiser's Edge database for grants including maintaining record information, gift entry and proposal documentation.
- Prepare and present all state agencies, corporations and foundation grant reports and updates in accordance with grantor stipulations and the nonprofit's reporting requirements.

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- Write content for annual reports, social media sites and other reports, as required.
- Directly supervise other Grants team members as needed.
- Perform other duties as assigned by the Director of Development.

QUALIFICATIONS / REQUIREMENTS:

Eligibility Requirements

- Bachelor's degree or work experience in related discipline
- 4-6 years of experience in grant writing
- Experience writing government grants and contract proposals (state and/or federal)
- Good time management skills, with an ability to handle multiple projects and to meet deadlines
- Ability and comfort in interpreting data
- Resourceful with ability to conduct own research, gathering information from multiple sources, and synthesize information
- Highly organized and ability to operate under pressure of deadlines
- Proven track record of success
- Demonstrated excellent writing ability, and good verbal communication skills
- Ability to work independently and as a member of multiple teams
- Flexible and team-oriented
- A positive self-starter with an interest in social services for homeless families
- Experience working with people from broadly diverse ethnic, social and cultural backgrounds
- Understanding of importance of monitoring and meeting income goals

APPLICATIONS/COMPENSATION:

- Please send a cover letter and resume in confidence to: Raeann Whalen, Director of Development, at rwhalen@housingfamilies.org. Please include "Senior Grant Writer" in the subject line.
- No phone calls please. Due to high volume not all inquiries will receive a response.
- Starting salary commensurate with experience, and education (\$60,000 – \$70,000/ per year)