

Organization: The National Council of the US Society of St. Vincent de Paul
Contact: Kitty Lohrum, klohrum@svdpusa.org
Position Title: Grant Writer (Contract)
Reports To: Chief Advancement Officer

The Grant Writer is a contract role that will identify and solicit corporations, corporate foundations, private foundations, and government grantors in collaboration with SVdPUSA staff and volunteer leaders under the direction of the Chief Advancement Officer. This position will facilitate the pre-award process for all federal grant submissions and requires a high degree of professionalism and an ability to collaborate with a variety of internal representatives. The Grant Writer must be able to convey information and representing the Society of St. Vincent de Paul to the corporate and foundation community to encourage and facilitate interest in and support of the National Council of the Society of St. Vincent de Paul's mission and goals. This position has a significant effect on the National Council of the Society of St. Vincent de Paul's ability to engage current and future donors in a meaningful way and is responsible for enhancing the National Council of the Society of St. Vincent de Paul's ability to identify, establish, and maintain strong relationships with corporations and foundations. The incumbent in this position has no formal supervisory responsibility.

This position requires prompt and complete responsiveness for true collaboration and success. Evening/weekend work may be required to meet deadlines. The ability to coordinate a variety of tasks simultaneously and handle tension and stress in a positive manner is required.

Key Responsibilities:

- Coordinates Request for Proposal activities of National Council grants once authorized and funded. Drafts/edits RFPs for SVdPUSA approval, sends RFPs to appropriate Councils and Conferences; evaluates returned Letters of Intent, financial, governance and other qualifying factors; submits LOIs and comments to appropriate grant evaluation committees; communicates successful and evaluates unsuccessful grant results to SVdPUSA.
- Works collaboratively with SVdPUSA representatives to gather necessary information and compose the written project submission. SVdPUSA will discuss appropriate citation or editing style for applications.
- Creates a timeline with clear deliverables, milestones, and roles/responsibilities for SVdPUSA and the grant writer. Milestones will include narrative, attachments, and specific scoring strategies where applicable.
- Leads weekly progress calls for SVdPUSA leadership and other involved parties.
- Meets all deadlines, both internal and external.
- Upon grant approval, works with National Council finance staff to assure proper distribution of grant funds and accompanying materials to successful grant applicants.
- Drafts interim and final grant reports for National Council leadership and grant funder(s).
- Provides grant information including results, photos, impact statements, materials for use in marketing, etc.
- Maintains confidentiality about any proprietary data and privileged information concerning SVdPUSA, its donors, staff, members, volunteers, entities and programs.

Key Competencies of the Position:

- Understanding of the National Council of the Society of St. Vincent de Paul; its mission, vision and values.
- Basic knowledge of fundraising principles, fundraising strategies and ethics.
- The ability to develop and sustain positive relationships with individuals and corporations.
- Ability to collaborate with others in implementing projects and campaigns.
- Strong organization skills, ability to prioritize and manage multiple projects simultaneously and meet deadlines.
- Willingness to function as part of a team.
- Ability to deal responsively with internal and external customers.
- Commitment to internal and external confidentiality and discretion.
- Writes clearly and informatively.
- Ability to develop a comprehensive project plan to achieve desired outcomes and detailed project timelines/schedule of work.
- Identifies and resolves problems in a timely manner.
- Track project performance, specifically the ability to analyze the successful completion of short- and long-term project goals.
- Knowledge of Systemic Change principles, and knowledge of workforce development principles and strategies, specifically non-college degree strategies, desired.

Skills, Knowledge and Experience Requirements:

- Project management skills with the ability to coordinate multiple of grant/projects simultaneously.
- Strong formal report writing skills and the ability to tell a story accurately and compassionately from a data set.
- Knowledgeable and experience with managing grants and/or other project management skills.
- Excellent interpersonal communication – face-to-face, writing, phone, email, etc.
- Program development and training experience.
- Experience with Excel, Word, and program/project management software.
- Self-starter and independent worker.

Scope/Complexity:

- Enhances the operational effectiveness of the National Council Office staff.
- Ability to develop relationships with a diverse population (prospective partners such as foundations, corporations, small to large businesses, other nonprofits).
- Requires the ability to have a flexible schedule during peak work periods.

Accountability:

- Supports the Rule (SVdPUSA governance manual) and By-Laws of the National Council of the Society of St. Vincent de Paul.
- Adheres to policies and procedures of the Society and all pertinent legal regulations.
- Prepares and accomplishes annual performance objectives, including reporting on progress.
- Participates in evaluation and performance review.