

Mount Eagle Institute

Professional Grant Writer

General Functions:

Responsible for writing proposals for both unrestricted operating revenue and restricted projects and for submitting timely and accurate reports for all existing grant funded projects.

Major Responsibilities:

1. Responsible for conducting the full range of activities required to prepare, submit, and manage grant proposals to foundation and corporate sources.
2. Perform prospect research on foundations and corporations to evaluate prospects for corporate and foundation grants.
3. Work with finance to gather information necessary to report to corporate/foundation funders on current grant programs.
4. Comply with all grants reporting as required by foundation/corporate donors.
5. Provide stewardship to current donors, including work with Grants & Research Manager to provide regular written updates (newsletters etc) to corporate and foundation donors.
6. Understanding of institutional history and programs.
7. Maintain current records in database and in paper files, including grant tracking and reporting.
8. Track statistics relevant to development and provide department with written materials necessary for donor stewardship (visitor number and diversity, educational program attendance, etc).
9. Work with other staff to provide development input for all written institutional materials (including Annual Report, Member magazine etc).
10. Assist with other fundraising projects as requested

Knowledge and Skills:

1. Strong written communication skills; ability to write clear, structured, articulate, and persuasive proposals.
2. Strong editing skills.
3. Attention to detail.
4. Ability to meet deadlines.
5. Knowledge of fundraising information sources.
6. Experience with proposal writing and institutional donors.
7. Knowledge of basic fundraising techniques and strategies.
8. Knowledge and familiarity with research techniques for fundraising prospect projects.

Qualifications:

1. Minimum of two years experience with grant writing.
2. Previous experience working in deadline-driven environments.
3. Able to work well in a team environment, handle multiple assignments and meet deadlines.
4. Able to monitor and meet income goals

Apply:

Resume and Cover letter with 2 references by Email info@mounteag.com or Fax 336-499-2002