



## **Job Description Grant Writer**

### **VISION**

We envision children transformed by the redemptive power of Jesus Christ and empowered to fulfill all their God-given potential.

### **MISSION**

Our mission is to provide safe, nurturing, and Christ-centered homes for children of families in crisis and equip and inspire them to live productive lives.

### **SUMMARY/OBJECTIVE**

The position of Grant Writer is responsible for the enhancement and growth of development efforts to support and grow Bethel Bible Village's mission and impact through effective communication and research in conjunction with writing and receiving grants.

### **REPORTS TO**

Director of Communications and Marketing

### **JOB CLASSIFICATION**

Non-Exempt, Part-Time, flexible

### **DEPARTMENT**

Development

### **SUPERVISES**

None

### **ESSENTIAL FUNCTIONS**

- Exemplifies a vibrant Christian faith personally and professionally. The individual fulfilling this role will protect the credibility of the Bethel Bible Village mission by complying with the Bethel Bible Village Standard of Conduct and Employee Covenant, setting an example, in words and actions that is consistent with the values and beliefs of Bethel Bible Village.
- Conducts grant research to identify new opportunities for funding.
- Writes grant applications, tracks results, and manages reporting as required.
- Organizes details and record-keeping for grant applications and awards.
- Provides Bethel leadership with an annual review of grants including all grants applied for, received, rejected, and any new grant partners.
- Provides support and contributes to Bethel's Development Team to advance Bethel's mission.
- Represents Bethel Bible Village with the public by phone, electronically, and in-person.
- Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, and participating in professional societies.

**MINIMUM REQUIREMENTS**

Spiritual: Exhibits a dynamic personal faith and be an active member of a Christian church.

Education/Experience: Associate degree in a position-related field required; Bachelor’s degree preferred. One year of non-profit experience is preferred.

Specific Skills/Requirements: Knowledge and experience in database management, marketing or public relations, volunteer management, and/or coordination of multiple tasks and assignments. At least one-year of grant writing experience is required. Effective oral and written communication skills, excellent interpersonal skills, and previous computer experience required.

Specialized Knowledge, Licenses, etc.: Ability to research foundations for grant applications and effectively communicate Bethel’s needs to them. Must have a valid driver’s license.

**PHYSICAL REQUIREMENTS**

This job operates in a professional office environment using standard office equipment. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands; reach with hands and arms; balance; talk or hear.

**OTHER DUTIES**

Please note that this job description is not designed to cover or contain an exhaustive list of all activities, duties, or responsibilities that are required for this job. Duties, responsibilities, and activities may change at any time with or without prior notice.

The employee signature below constitutes the employee’s understanding of the requirements, essential functions, and duties of the position.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_