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Effective 7/1/2022

Development Associate/Grantwriter Job Description

Reporting to the Executive Director, the Development Associate/Grantwriter will identify, define and develop funding sources to support existing and planned NHCDC activities as well as lead the development, writing, and submission of grant proposals to federal, state, and private funding agencies. Working with the ED and members of the Board of Directors, the Development Associate is pivotal in the creation and execution of annual donor/fundraising strategies. Other key responsibilities include preparation of proposals and grant applications, and performance of responsible professional and administrative work in researching, identifying, developing and responding to public and private grant opportunities in areas that support the NHCDC's mission, vision, and programming. The position is also responsible for collecting, analyzing, and reporting data on the performance of program activities that are funded by federal, state, and private funding agencies.

Essential Functions

- Researches and identifies new government, corporate, foundation and private funding prospects to match NHCDC priorities around entrepreneurship, community development, arts and culture, hospitality, and diversity & inclusion.
- Generates high-quality proposals, narratives, applications and supporting documents in response to solicitations consistent with all policies and procedures of NHCDC, and the requirements and guidelines of the funding agencies.
- Generates revenues for NHCDC programs through timely submission of well-researched, well written and well-documented grant proposals.
- Maintains primary responsibility for grant schedules and tracking grants.
- Serves as a liaison to all funding agencies and organizations.
- Works with appropriate personnel to research, develop, write and submit letters of inquiry, concept papers and grant proposals.
- Coordinates and follows-up on the progress of submitted proposals.
- Coordinates with the Executive Director (and Board of Directors, if applicable) to create expenditure and income budgets to accompany proposals.
- Collaborates on the annual NHCDC budget with the Executive Director and the Board of Directors by contributing knowledge of pending and confirmed grant funding.
- Maintains the master file via Bloomerang database for memberships, grants and individual donors.
- Remains up-to-date on current issues relative to grant proposals and meets regularly with Executive Director to discuss current and new funding needs.
- Updates NHCDC budgeting tools monthly with updated unearned revenue including grants, donations, and sponsorships.
- Provides support and administration to the Board of Directors in the organization and execution of the NHCDC's annual fundraiser.
- Maintains confidentiality of information exposed to in the course of business regarding staff, board members, grantors, etc.
- Requires teamwork, supervision, and personal interaction, therefore, a minimum of two days in office/NHCDC facilities is expected. The remainder of the work can be remote.
- Other duties as assigned.

Minimum Education, Skills and Abilities

- Bachelor's degree required
- A minimum of 2 years of previous grant writing experience
- Experience which should demonstrate a proven track record of securing new funding opportunities; comprehensive knowledge of research, and the ability to distinguish and identify funding opportunities
- Previous experience establishing relationships with and working successfully with diverse or multicultural/international stakeholders
- Ability to work effectively under pressure
- Excellent writing and verbal skills, including presentation and public speaking skills
- Highly organized with the ability to implement systems and follow-up processes
- Proficiency in research, interpreting, and analyzing diverse data
- Excellent computer skills (Microsoft Office Word, Access, PowerPoint and Excel), and database management skills
- Motivated self-starter with the ability to work collaboratively and independently with purpose and accuracy in a fast-paced environment

Preferred Education, Skills and Abilities

- 3 to 5 years of experience as a successful grant writer
- Previous grant budget development and management
- A proven record of securing major grants with certifiable references
- Knowledge of grant application process, scoring criteria and funding cycles
- Previous federal grant application, submission, approval and management of funds

Confidential Application Process

To apply, please send resume and at least one sample of your previous grant writing work, i.e. a grant submission response you created/developed (all submissions will remain confidential) to Justin Chenault, Executive Director at justin@northhillcdc.org.

NHCDC is an Equal Opportunity Employer (EOE) and invites all qualified applicants to apply.