

**CATHOLIC CHARITIES OF THE DIOCESE OF SANTA ROSA  
JOB DESCRIPTION**

**NOTICE:** This job description is provided as a general summary of common job duties performed by individuals assigned to this job title. It is not all-inclusive, nor is it intended to create a contract, written or implied, between employees and Catholic Charities, nor does it in any way alter the employment at-will relationship that exists between employees and Catholic Charities. As a condition of employment, all agency employees are expected to perform job duties assigned by agency management even when such duties are not included in their job description.

**JOB TITLE:** Grant Writer  
**REPORTS TO:** Director, Funding Partnerships  
**EMPLOYMENT STATUS:** Non-Exempt  
**TIME COMMITMENT:** Full-Time  
**SALARY:**

**Position Summary**

The Grant Writer-is responsible for researching, developing, and preparing grant proposals to government, institutional funders, and private foundations. The Grant Writer helps the organization meet its annual fundraising goal to advance Catholic Charities’ mission. The Grant Writer performs research to identify likely grant sources, distributes information internally to agency staff and externally to grant sources in support of grant requirements, and supports compliance staff in coordinating reporting requirements for executed grant contracts. The Grant Writer works in partnership with the Director, Funding Partnerships and collaborates with members of the accounting, compliance, and development departments, and agency program staff.

**Essential Functions**

1. Research prospective and current grant sources (government and private) compatible with Catholic Charities’ mission, vision, values, and programs in support of the agency’s strategic and program goals and coordinate the grant fulfillment processes.
2. Coordinate the development of grant requests by establishing timelines outlining tasks, assignments, and deadlines; meet all deadlines; facilitate timely communications with program leadership, accounting, and compliance staff members; collect grant submission materials from program leadership.
3. Draft and edit grant proposals, checking for completeness against grant instructions, spelling, grammar, and style. Format agency budget to meet grant sources’ budget requirements, while aligning with agency budget, accounting, program, and compliance needs and guidelines.
4. Develop grant budgets in coordination with program managers and accounting staff.

5. Copy, collate, package, and submit final grant materials per grant instructions and within funder deadlines. Respond to inquiries from grant sources and programs strategically and in a timely manner based on guidance of the Director, Funding Partnerships.
6. Assist in maintaining complete files for all grant requests submitted including copies of compliance reports submitted by program directors as required by grant sources.
7. Assist in meeting reporting requirements for federal, state, local, and private foundation grants in coordination with the agency's multiple programs, compliance staff, and accounting departments.
8. Distribute appropriate information relating to grants to Catholic Charities' departments, including programs, accounting, development, and compliance.
9. Establish and maintain positive relationships with grant funders, including government agencies, foundations, and corporations.
10. Be thoroughly familiar with the Catholic Charities' policies and procedures guiding the work of this position and the program or department overall. Perform job functions in line with these policies and procedures.
11. Attend staff meetings and in-service trainings.
12. Support the Mission, Vision, and Values of Catholic Charities in the performance of all essential job functions and responsibilities.

**Note: Catholic Charities considers this position to be a mandated reporter of child abuse and elder abuse.**

### **Other Responsibilities**

1. Work with the Diocese of Santa Rosa and local parishes as appropriate and requested.
2. Perform other related duties as assigned.

### **Agency Culture**

It is essential that all employees of Catholic Charities aspire to the following:

- *A commitment to the agency's mission, vision, and values.*
- *A commitment to excellence in everything we do.*
- *A commitment to performance and quality improvement.*
- *A commitment to outcomes and measured results.*
- *A commitment to innovation and to what is possible.*

**Education, Experience, and Skills Required**

1. Bachelor’s degree, coursework in writing and social service; three years of experience in a significant role in successful grant research and submissions yielding grants in excess of \$100,000, required. An additional four to six years progressive experience grant research and writing may be considered as a substitution for the bachelor’s degree.
2. Demonstrated strong writing and editing skills. Submissions of examples of grant work required.
3. Excellent organizational skills, ability to prioritize responsibilities properly and handle multiple tasks relating to concurrent grant and development projects.
4. Demonstrated proficiency with computers, particularly Microsoft Office. Familiarity with databases; ability to develop budgets and program in Excel; and ability to fully utilize Outlook required.
5. Strong verbal communication skills. ability to work independently and in a team setting.
6. Cooperative, friendly, and helpful attitude with a positive, solution-oriented approach, ability to work closely with other employees to ensure positive, constructive environment within the program or department throughout the agency.
7. Passion and enthusiasm for the mission of Catholic Charities and its clients.
8. Valid driver license and at least state required minimum of automobile insurance, clear DMV driving record and ability to provide own transportation. Must be willing and able to travel between agency sites.
9. Must pass DOJ background clearance (fingerprinting) in accordance with the Diocese of Santa Rosa’s policies prior to start of employment.
10. Bilingual (English/Spanish) preferred, but not required.

**Job Analysis/Job Description Physical Requirements**

Never (N)  
Occasionally (O) = Up to 3 Hours per Day  
Frequently (F) = Up to 6 Hours per Day  
Constantly (C) = Up to 8 Hours per Day

<b>Physical Activities</b>	<b>Frequency</b>
Ascending or descending ladders, stairs, scaffolding, ramps, polies, and the like.	N

Moving self in different positions to accomplish tasks in various environments including tight and confined spaces.	N
Remaining in a stationary position, often standing, or sitting for prolonged periods.	C
Moving about to accomplish tasks or moving from one worksite to another.	O
Adjusting or moving objects up to 10 pounds in all directions.	O
Communicating with others to exchange information.	C
Repeating motions that may include the wrists, hands, and/or fingers.	F
Operating machinery and/or power tools.	N
Operating motor vehicles or heavy equipment.	N
Assessing the accuracy, neatness, and thoroughness of the work assigned.	C

<b>Environmental Conditions</b>	<b>Frequency</b>
Low Temperatures.	N
High Temperatures.	N
Outdoor elements such as precipitation and wind.	N
Noisy environments.	N
Hazardous conditions.	N
Poor ventilation.	N
Small and/or enclosed spaces.	N
No adverse environmental conditions expected.	X

<b>Physical Demands</b>	<b>Frequency</b>
Sedentary work that primarily involves sitting/standing.	X
Light work that includes moving objects up to 20 pounds.	N
Medium work that includes moving objects up to 50 pounds.	N
Heavy work that includes moving objects up to 100 pounds or more.	N

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### Signatures

This job description has been approved by all levels of management:

Management \_\_\_\_\_ Date \_\_\_\_\_

HR \_\_\_\_\_ Date \_\_\_\_\_

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

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Employee Name (Printed) \_\_\_\_\_