



National Staff Position: Grant Specialist

Reports to: National Grants and Research Manager

NHQ Department: Development

The Grants Specialist will be responsible for identifying grant opportunities from foundations and corporations, managing the grant development and proposal process, and ensuring the communication of requirements for reporting requirements. CAP Development office provides access to the Foundation Center Library database and provides training for expectations. Estimated number of grants is 2-4 per calendar year, per Grant Specialist, depending on type of grant and availability of volunteer's time.

Essential Functions:

- Research, analyze, evaluate and prioritize potential foundation and corporate grant prospects;
- Produce institutional profiles including the identification of target appropriate ask amounts and research personal connections with staff, board, trustees, volunteers, donors that will ensure the attention of institutional funders;
- Evaluate response required for proposal (RFPs) and letters of intent on grants and funding;
- Write RFPs, proposals, budgets, reports, and other ancillary materials;
- Participate in meetings, as scheduled with National Grants and Research Manager to track progress and set priorities for funding;
- Work with CAP Development Dept to meet with designated CAP program staff as needed to ensure timely progress towards deadlines.
- Submit final grant package to National Grants and Research Manager;
- Communicate requirements for tracking grants including reporting requirements; writing reports; so, staff may ensure each project or program is meeting proposal conditions and expectations.

Candidates must possess excellent verbal and written communication skills, knowledge of fundraising information sources, experience with proposal writing, a professional and resourceful demeanor, the ability to work both independently and as a team player, and a desire to take initiative and manage numerous projects simultaneously.