

**Research/Grant Writer    June 05 to July 31 - 35 hrs/wk 8 wks = 280 hrs**

**Job Responsibilities:**

- Prepare proposals by determining concept, gathering and formatting information, writing drafts, and obtaining approvals.
- Determine proposal concept by identifying and clarifying opportunities and needs, studying requests for proposal (RFPs), and attending strategy meetings.
- Meet proposal deadlines by establishing priorities and target dates for information gathering, writing, review, approval, and transmittal.
- Enter and monitor tracking data.
- Coordinate requirements with contributors and contributes proposal status information to review meetings.
- Gather proposal information by identifying sources of information, coordinating submissions and collections, and identifying and communicating risks associated with proposals.
- Develop proposal by assembling information including project nature, objectives/outcomes/deliverables, implementation, methods, timetable, staffing, budget, standards of performance, and evaluation.
- Write, revise, and edit drafts including executive summaries, conclusions, and organization credentials.
- Prepare presentation by evaluating text, graphics, and binding and coordinating printing.
- Maintain quality results by using templates; following proposal-writing standards including readability, consistency, and tone; maintaining proposal support databases.
- Obtain approvals by reviewing proposal with key providers and project managers.
- Improve proposal-writing results by evaluating and re-designing processes, approach, coordination, and boilerplate.
- Accomplish organization goals by accepting ownership for accomplishing new and different requests, and exploring opportunities to add value to job accomplishments.

**Qualifications / Skills:**

- Presentation skills
- Written communication
- Graphic design skills
- Technical documentation
- Layout skills
- Problem solving
- Deadline-oriented
- Process improvement
- Coordination
- Strategic planning
- Market knowledge

**Education, Experience,**

1. Studies in English, Journalism, Media, or related field
2. Experience in grant writing, prospect research, general fundraising