



PRIMAVERA FOUNDATION // PROVIDING PATHWAYS OUT OF POVERTY
GRANT WRITER JOB DESCRIPTION

PRIMAVERA

702 S. 6TH AVENUE
TUCSON, AZ 85701

Job Title:	Grant Writer
Reports To:	Chief Development Officer
Hours:	Full time, 40+ hours per week
FLSA Status:	Exempt
Salary:	DOE

Job Summary: The Primavera Foundation provides pathways out of poverty through safe, affordable housing, workforce development, and neighborhood revitalization. The agency's ability to fulfill its mission is greatly supported by a diverse line of funding sources, including many national, statewide, and local grant initiatives from foundations, corporations, and associations, as well as numerous government contracts. The Grant Writer is a driven, talented, writing professional who a) facilitates the attainment of these critical resources for the agency by planning and effectively executing a comprehensive proposal program, including research, writing, presentation, and administration duties and b) generates/proofreads/revises engaging, written content that showcases and highlights agency programs/services/accomplishments for development-related publications, appeals, and activities. In addition to being a fantastic writer and a highly-collaborative professional, the successful candidate will be mission-driven, passionate about making a difference, and committed to excellence, as demonstrated through highly-successful proposal and development outcomes.

Duties and Responsibilities (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by leadership):

- Identifying, researching and documenting viable prospects and funding opportunities.
- Writing, editing and managing timely, thorough, high-quality proposals.
- Preparing correspondence and follow up materials related to potential funders.
- Coordinating successful proposals in collaboration with appropriate personnel and departments.
- Collaborating with Chief Compliance/IT Officer and Chief Executive Officer on government grant programs and proposals.
- Leading monthly meetings of the internal grants cross functional team.
- Building and maintaining positive and productive relationships with current funders.
- Applying for and receiving renewal grants.
- Working with the Chief Compliance/IT Officer to coordinate award notifications and deadlines in reporting.
- Working with the Marketing Coordinator to publicize awards.
- Establishing and utilizing a tracking and reporting system for managing timely proposal activity. Including deadlines and follow up actions.
- Identifying, engaging and successfully securing support from corporations.
- Generating/proofing/editing written content for publications, appeals and other development activities, ensuring accuracy, completeness, and clarity, as well as establishing a voice that persuasively communicates the agency's mission and vision to potential funders and community partners
- Understanding and demonstrating Primavera's guiding principles of integrity, respect, accountability, compassion, and leadership.

Knowledge, Skills, and Abilities:

- Superior written and verbal communication skills.
- Ability to identify needs and adjust writing and communication styles accordingly for various audiences and messaging purposes
- Excellent organizational, analytical, and time management skills
- High sense of urgency, coupled with outstanding attention to detail.
- Ability to be enthusiastic, outgoing, flexible, and creative.
- Ability to work successfully and productively, both independently and in teams.
- Ability to evaluate, assess, and effectively utilize data for program measures.
- Basic understanding and knowledge of program evaluation principles.
- Basic understanding and knowledge of organizational budgets.
- Proficiency with basic office software programs, e.g. MS Office Suite (Outlook, Word, Excel), Adobe (PDF files), etc.
- High level of proficiency with word processing and tracking/reporting systems they relate to research and proposal writing.
- Proficiency with basic research principles and administration of grants.
- Ability to maintain strict confidentiality and preserve the integrity of data, materials, and information.

Minimum qualifications:

- Bachelor's degree from an accredited college or university.
- Three years of professional writing experience
- Demonstration of excellence in verbal and written communication skills (including grammar and copy editing skills)

Preferred qualifications:

- Three years of grant writing experience with a proven high success ratio
- Experience working with government grants and contracts
- Familiarity and experience with donor database programs

(This job description is intended to indicate the basic nature of the position and examples of typical duties that may be assigned. It does not imply that all positions within the job description perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned. Successful candidates will be able to perform the essential functions of the position, with or without reasonable accommodations.)

The Primavera Foundation is committed to a discrimination-free workplace and to providing equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, creed, religion, gender, sexual orientation, national origin, age, pregnancy, mental or physical challenging condition, marital status, amnesty, political affiliation, status as a covered veteran, or other protected characteristic in accordance with applicable federal, state, and local laws.

Employee Signature

Date

Supervisor Signature

Date