

Grant and Proposal Writer

Do you enjoy working for an organization that makes a difference in the lives of others? Do you possess exceptional communication, organizational, and fund-raising skills? Do you thrive in a fast-paced, progressive environment? If you answered yes, the role of **Grant and Proposal Writer** could be for you!

Planned Parenthood Arizona services include an emphasis on family planning and reproductive health care, including the provision of birth control and comprehensive contraceptive counseling, testing and treatment of sexually transmitted infections, pregnancy testing, counseling and referral, HIV testing, annual exams, abortion care and more. In addition, PPAZ focuses on providing medically accurate sexuality education and training services throughout the state.

The Grant and Proposal Writer supports PPAZ's programs with funds secured from individuals, foundations, corporations, federations, and government entities (institutional donors). Works with the Director of Development to strategize and build a strong financial base for PPAZ's future. Educates donors regarding PPAZ's program goals and provides good stewardship of PPAZ's donor constituency.

Duties and Responsibilities

- Plans and implements, with the Director of Development, a comprehensive corporate and foundation relations and grants program with activities needed to attract, retain and increase charitable support from corporation, foundation, governmental and institutional donors.
- Prepares and submits written proposals for funding to individual Major Gift donors, corporations and foundations ensuring timely submission and compliance with published guidelines. Prepares and submits required support materials.
- Identifies and researches new institutional donors to determine appropriate matches for PPAZ.
- Works within data management software to track grants and reporting requirements. Maintains an annual schedule to ensure that all foundation application deadlines are met well in advance.
- Ensures that all institutional donors receive regular, timely, and informative reports regarding the achievements enabled by their giving; ensure that donor-required reporting is executed on a timely basis in conformance with donor requirements.
- Manages the United Way State Employee Campaign and other workplace giving programs.
- Works with data management software to plan and manage a consistent reporting and assessment process to determine the effectiveness and outcomes of corporate and foundation relations programs and to maintain accountable donor relations.
- Supports the team environment with ideas and skills as required by team direction including, but not limited to, editing/proofreading other written materials as appropriate.
- Maintains confidentiality of records and personal donor and prospect information.

- Adheres to the Association of Fundraising Professionals Code of Ethics.

Qualifications

- Bachelor's degree and two years relevant work experience writing grants and proposals for foundation, corporate, state and federal funders, or equivalent combination of education and experience.
- Experience writing direct mail and other donor communications; knowledge of budget preparation; proficiency with Microsoft Office computer applications.
- Experience with Raiser's Edge software preferred.
- Must be proficient in proposal writing.

How to Apply

Are you interested in bringing your expertise to Planned Parenthood Arizona? Please submit your resume <https://jobs.lever.co/ppaz/52f7f455-5d0e-4667-921b-a1da7543432a/apply>. PPAZ will contact select applicants to conduct an initial phone screening.