



MORE THAN NEW OUTFITS
NEW OUTLOOKS

Grant Writer (Part-Time)

Reports To: Advancement Manager

POSITION SUMMARY

The Grant Writer identifies, develops, submits, and manages grant opportunities that support SC4K's mission and strategic priorities. The position collaborates with leadership and program staff to prepare compelling proposals, maintain funder relationships, ensure compliance, and secure funding from foundations, corporations, and government agencies.

PRIMARY RESPONSIBILITIES

Grant Research & Pipeline Development

- Research and identify grant opportunities aligned with SC4K's mission, programs, and funding priorities.
- Build and maintain a strong pipeline of prospective foundation, corporate, and government funders.
- Monitor funding announcements, grant databases, application requirements, and deadlines.

Proposal Development & Submission

- Write compelling letters of inquiry, proposals, renewal requests, and other grant materials.
- Collaborate with staff to gather financial information, program data, outcomes, stories, and supporting documentation.
- Prepare and submit accurate, complete applications in accordance with funder requirements and deadlines.

Grant Management & Compliance

- Maintain the grants calendar, tracking system, funding histories, award documentation, and grant files.
- Monitor grant restrictions, reporting requirements, and compliance deadlines.
- Prepare and submit grant reports and renewal applications on time.
- Work with program staff to collect outcome data and communicate SC4K's impact effectively.

Funder Relations & Reporting

- Build and maintain relationships with foundation representatives and grant-making organizations.
- Coordinate stewardship, recognition, and impact communications for grant funders.
- Prepare grant activity reports for leadership and the Board.
- Identify emerging funding opportunities and trends that may support organizational planning.

QUALIFICATIONS

- Bachelor's degree or equivalent experience.
- Two to five years of grant writing experience, preferably in a nonprofit setting.
- Demonstrated success securing foundation, corporate, and/or government grants.
- Exceptional writing, editing, proofreading, research, and organizational skills.
- Ability to manage multiple deadlines and projects simultaneously.
- Proficiency with Microsoft Office and donor or grant tracking systems.
- Experience with children, education, poverty alleviation, basic needs, outcome measurement, or Northeast Ohio philanthropy is preferred.

For consideration, please email your cover letter and resume to hr@sc4k.org with the subject line: Grant Writer.