



GRANT WRITER POSITION DESCRIPTION AND RESPONSIBILITIES

Position: Grant Writer

About House of Mercy:

Living with HIV/AIDS has changed greatly in the past 30 years. Since 1991 House of Mercy, as a ministry of the Institute of the Sisters of Mercy of the Americas, has provided compassionate care in a residential setting for up to 6 residents at a time. Just as treatments have changed and improved, so has the House of Mercy and our team is growing in order to continue improvements for those we serve and to have systemic impact throughout our community.

For more information about The House of Mercy please visit <https://www.thehouseofmercy.org/>

Job Summary: The individual must support the goals, philosophy, and values of House of Mercy and the Sisters of Mercy. This individual should be well versed and experienced in finding, obtaining and managing grant funding for a health and human services organization with an emphasis on HIV/AIDS. The individual must be organized and a self-starter with the ability to work independently and possess strong persuasive writing skills and thrive in a fast-paced environment. The grant writer provides an essential role in the organization, researching available grants, creating grant proposals, managing the awarded grants and creating reports that enable the House of Mercy to serve the residents, their families and our community. The Grant Writer is responsible for coordinating and gathering information to write detailed, organized, and compelling grant proposals, reports, and other documents. The grant writer will collaborate regularly with the President & CEO and other team members to develop the information required to effectively create these documents. The grant writer must be deadline-driven, able to multitask, and possess an ability to develop positive relationships at all levels in the organization.

Major Duties and Responsibilities:

- Be committed to the philosophies and values of the Sisters of Mercy and House of Mercy.
- Prepare proposals by determining concept, gathering and formatting information, writing drafts, and obtaining approvals.
- Instrumental research, identify, and apply for competitive and non-competitive grants from multiple sources.
- Gather necessary information, relevant data, and applicable statistics from internal and external partners.
- Meet proposal deadlines by establishing priorities and target dates for information gathering, writing, review, approval, and transmittal.
- Enter and monitor tracking data.
- Develop proposals 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 presentations by evaluating text, graphics, and binding and coordinating printing.
- Maintain quality results by using templates; following proposal-writing standards including readability, consistency, and tone, and maintaining proposal support databases.
- Obtain approvals by reviewing proposals with key providers and project managers.
- Improve proposal-writing results by evaluating and re-designing processes, approach, coordination, and boilerplate.



HOUSE OF MERCY, INC.

A ministry of the Sisters of Mercy, providing hope, healing, and a home for persons living with HIV

- Accomplish organizational goals by accepting ownership for new and different requests, and exploring opportunities to add value to House of Mercy and stakeholders.
- Attend and present grant process updates at some meetings.

Minimum Qualifications/Experience/ Education:

1. 2+ years' experience as a grant writer with a provable history of successfully completed grants
2. Experience and passion for the HIV/AIDS community and knowledge of grants available for our target group
3. Top-shelf research skills
4. Proficient in Office & G Suite
5. Exceptional communication skills, both written and verbal; highest priority is the ability to write clear, concise, structured, articulate, and persuasive grant proposals/reports
6. Excellent organizational skills with the ability to monitor and meet deadlines
7. Understanding of the budgeting process, with the ability to create compelling narratives based on the organization's financial data
8. Strong interpersonal and process management skills, with a strong interest in and talent for working on teams
9. Willingness to work as a team member in relation to communication, and scheduling

Job Relationships:

Reports to: President & CEO

Employees Supervised: None

Interrelationships: Work cooperatively with President & CEO, Director of Development & Communications, Director of Nursing, and Human Resources & Administration Manager

Physical Demands and Working Conditions:

This position requires inside work with occasional exposure to intermittent noise and other general office conditions. Must be flexible and able to work in a fast paced, non-profit environment. Must be willing to use personal equipment such as cell phone and laptop/tablet if working remotely.

Schedule

Part-time (20 hours weekly); Flexible; Remote possibility; Salaried; Exempt position

The House of Mercy Inc. provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, gender, gender identity, sexual orientation, national origin, age, disability or genetics.

To apply, please visit <https://www.thehouseofmercy.org/> to complete an application.