

FAMILY SERVICE, INC.
DEVELOPMENT ASSOCIATE / GRANT WRITER (15 – 20 HOURS/WEEK)

SUMMARY

Family Service is seeking a creative and energetic professional to join our growing development team as a Grant Writer. Flexible/Part-time hours to start with possibility for growth.

This position is primarily responsible for assisting the development department in the creation of written materials, focusing on grant proposals, newsletter and annual reports. Assists in researching grant prospects, maintaining grant calendar and submitting timely reports.

QUALIFICATIONS

- Bachelor's degree.
- Attention to detail and deadlines imperative.
- Exceptional writing and editing skills.
- Strong research, analytical, planning and organizational skills.
- Ability to work independently and as part of the development team.
- Competence in Microsoft Office.
- Demonstrate cultural competence with an ability to work with diverse populations, within the community and agency staff members.

RESPONSIBILITIES

Assist the Executive Director and Development Director in:

1. *Grant Writing* –Under the direction of the Development Director, this position coordinates the department's grant process, including:
 - Preparing written proposals, reports and collateral materials for private and government grant applications.
 - Research new and existing private and public grant opportunities.
 - Attend bidder's conferences, trainings and seminars as needed.
 - Maintaining an accurate grant proposal and reporting calendar.
 - Maintain up to date grant activity information in donor database (Raiser's Edge)
 - Write and submit grant acknowledgements and related administrative functions.
 - Maintain a filing system for correspondence and documents.
 - Maintain a work-flow spreadsheet for the development department including tracking of grants and interim/final reports.
2. *Misc.* – Other activities as needed, at the request of the Development Director and/or Executive Director. Including, but not limited to:
 - Development of press releases, quarterly newsletters, annual reports and other written materials as needed.
 - Assist with other critical development initiatives of the department on an as-needed basis.
 - Assist in the production of annual appeal mailings.
 - Perform any other tasks at the request of the Executive Director or Development Director

APPLICATION

Interested applicants should send cover letter and resumes to the attention of Lori Howe

- Mail: Family Service, Inc. 430 North Canal Street, Lawrence, MA 01840
- Fax: 978-327-6601
- Email: lhowe@familyserviceinc.com