

PROPOSAL DEVELOPER AND GRANT WRITER

Volunteering Position

POSITION PRIMARY PURPOSE

- i** The Proposal Developer and Grant Writer plays a vital role in Stay Safe. This person is responsible for planning and implementing a program of identification, cultivation, and solicitation of proposals and grants from private, corporate, and government sources to support Stay Safe public health programs and projects. The developer/writer also supports a program of donor acquisition and cultivation and relationship building of all Stay Safe entities.

HIRING STANDARDS

Minimum Hiring Standards

- Bachelor's degree and five (5) years of experience
- Proven track record with successful foundation and government funding sources
- Experienced, and easy-to-work with on developing contract and grant proposals for donors, governments, international organizations, and NGOs that have similar requirements in the areas of public health
- Experience and proficient knowledge of diverse donor agencies (EU, UN, USAID and others)
- Experience with successful proposal and grant packaging and reporting
- Knowledge and understanding of non-profit organization, goals and objectives, and policies and procedures
- Knowledge of proposal and grant writing information sources
- Knowledge of proposal and grant writing techniques and strategies
- Knowledge of proposal and grant reporting and compliance
- Knowledge and familiarity of research to build excellent proposals
- Knowledge of restricted fund accounting principles, procedures, and standards
- Knowledge of state and/or community funding sources and mechanisms
- Knowledge of grant funding policies and procedures
- Knowledge of current developments/trends in area of expertise
- Ability to provide database management skills
- Ability to work remotely and virtually
- Ability to meet deadlines in a timely, responsive and efficient manner
- Ability to work independently and utilize effective time management skills
- Ability of prioritizing responsibilities and balancing workload
- Ability to analyze and interpret financial data and prepare financial reports, statements and/or projections.
- Ability to provide technical advice and information in area of expertise
- Ability to lead projects and delegate work
- Ability to work in a multi-ethnic and multi-cultural environment
- Excellent oral and written English and Arabic communication skills
- Excellent computer skills with all Microsoft Office programs and related software applications

- Development of program/project presentation templates

Preferred Hiring Standards

- Master's degree and three (3) years of experience in grant and proposal writing and contract administration to demonstrate a proven track record in securing new funding opportunities required.
- Multilingual
- Ability to work a flexible schedule to include evening and weekend assignments
- Proven track record winning grant awards

General Responsibilities

i The Proposal Developer and Grant Writer is responsible for all areas of grant proposal development: identifying needs; identifying funding sources; developing proposals; providing technical support for proposal development; providing training for proposal development; maintaining grant-related recordkeeping and conducting grant-related research.

- **Background Research on Business Opportunities** - Identify and review RFPs, RFQs, and other on FBO/SAM, GSA, UN, and other sources. Conduct competitive analysis.
- **Partnership Development** - Identify and develop, as needed, value-added business partnerships.
- **Funding Prospects** - develop prospect priorities; and evaluate that grants match funding needs
- **Proposal Development** - Develop and lead the writing of proposals that may include content on technical approaches, schedules and timelines, management and staffing, quality control, past experience, and other information. Proposals should strictly follow donor requirements.
- **Proposal Management** - Manage overall proposal writing process, establishing a schedule for delivering intermediate and final deliverables.

Responsibilities

i Manage and Write Proposal and Grant Applications

- Serves as primary staff person responsible for all grant applications
- Serves as primary writer/proposal developer for all competitive and non-competitive grant applications.
- Provides leadership in identifying and qualifying grant sources (public, private and foundation) to align with Stay Safe strategic plan and priorities
- Ensures all grant applications meet requirements of grant source
- Compile and analyze statistics and trends to aid in grant writing.

Support and Facilitate Donor Relations

- Solicit new and foster existing relationships with mid-level donors
- Support communication efforts with donors as needed
- Collaborates with other areas of the affiliate to identify potential donors
- Support implementation of Employee Giving Campaign
- Solicits sponsorship for events

- Participates in planning, implementation and execution of Stay Safe Programs/ projects/ events as needed
- Uses donor database programs as needed

Build Internal Partnerships

- Work closely with Stay Safe management and staff to develop grants
- Meet regularly with leadership to identify grant-worthy opportunities
- Research grant sources relevant to public health and both local and system strategic plans and priorities to bring ideas forward for leadership to review
- Works to return cost in grants annually
- Provides grant consultation and assistance to areas within Stay Safe

Develop and Maintain Organized Grant Application and Data Collection Processes

- Develop and maintain calendar of proposal and reporting deadline dates to ensure all submissions and reporting dates are met on time
- Coordinate with conflicting deadlines for grant applications as needed
- Establish and maintain reference resource for grant submission and reporting for all grants
- Coordinate with financial staff on all financial reporting requirements
- Prepare all required reporting for grants
- Coordinates with Stay Safe staff to maintain accurate data and timely documentation for grant reporting while maintaining in compliance with policies
- Develop and maintain appropriate data collection, reporting tools, and research instruments to ensure outcome measures for reporting

Essential Functions

- i** • Disseminates information on funding opportunities to the management.
- Identify grant opportunities through searching grants databases and tenders.
- Determine a concept for proposals by attending meetings and identifying opportunities
- Prepare and develop coherent, organized and compelling grant proposals and assessments
- Apply knowledge of fundraising methods and plans to reach income goals
- Writing and submitting project proposals.
- Help in the preparation of the project proposals' budget.
- Ensure that proposals and reports are drafted according to donors' guidelines and formats
- Represent Stay Safe in meetings related to new allocations organized by donor agencies.
- Represent Stay Safe in meetings with local partners to develop and write grants.
- Develop fundraising strategy.
- Follow up with donors and stakeholders to track submitted reports/proposals
- Prepares complex grant budgets in a variety of formats. Develops, implements and maintains the budget spreadsheet template and budget narrative template.
- Performs a variety of administrative support activities to ensure the financial, personnel and proposal requirements are met in a timely manner.
- Develop proposals working with the team to vet opportunities for funding.

- Act as lead in writing local and foundation grant proposals, and as assistant for others.
- Prepare reports and other ancillary materials as needed to ensure compliance on assigned funding sources.
- Track grant writing goals, performance, and reporting requirements through Excel or other data tool/dashboard; develop internal reporting systems; write timely reports; maintain excellent historical records; work with staff to ensure each project or program meets proposal conditions and expectations; and collect program data for reporting.
- Monitor and manage grant-writing goals.
- Meet with program staff periodically to understand operations and best practices.
- Work with Community health officer and environmental health officer to collect appropriate participant information for grant proposals.
- Assist with other fundraising projects as requested.
- Perform other duties as assigned.

Basic Performance Criteria

- Demonstrates Stay Safe values and standards as well as adheres to policies, procedures and safety guidelines.
- Demonstrates ability to meet needs of Stay Safe departments with regular, reliable attendance.

Requirements

- i** Candidates should provide a cover letter, CV, 2+ professional references, and proof of success as proposal writer and grant developer.

Job Type

Yearly Contract

Schedule

Monday to Friday

COVID-19 Considerations

- i** *Remote work and virtual meetings*