Smart Kids, Inc.

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 11520 St. Charles Rock Road, Suite 102

Bridgeton, MO 63044

P: 314-884-1486

F: 314-455-3746

<https://www.smartkidsinc.org>

***GRANT WRITER***

**Availability: PART-TIME**

Monday, Wednesday, and Friday: 9:00 AM – 1:00 PM

**Job Purpose:**

We are seeking a grant writer to research, write, and execute grant proposals, corporate contribution letters, and private funding donation on behalf of Smart Kids, Inc. We are looking to turn this part-time position into a full-time position. This is a great learning experience for Entry Level applications that want to enhance their writing and oral skills (prior experience/education is needed). This activity will also add tremendous skills to your resume.

**Job Responsibilities:**

The Grant Writer performs a wide range of duties including some or all of the following:

* Calling corporations/companies for grant related information.
* Types, utilizing a computer keyboard and word processing software, and edits a variety of documents, creates spreadsheets, and word documents for multiple grant files.
* Assisting with various grant projects.
* Printing, collecting, and filing documents pertaining to each grant.
* Nonprofit grant knowledge.
* Prior nonprofit grant writing job reference.
* Excellent written communication skills and organizational skills.
* Top-shelf research skills.
* Ability to understand the needs of both the agency in need of funding and the organization that is offering the grant money.
* Being able to understand and execute complex instructions.
* Being a Member of the Grants Committee.
* Gathering research on the organization and company.
* Identifying the audience of the proposal.
* Researching the subject of the proposal.
* Writing the grant proposal.
* Formatting the application and proposal.
* Editing and proofreading.

**Salary:** $12 per hour

**Applications Accepted Until: Continuously**

To apply for this position, please see the see the attachment with this email or visit [www.smartkidsinc.org/employment](http://www.smartkidsinc.org/employment) .You may **can scan and email your applications to** **info@smartkidsinc.org** orsend your information to Smart Kids, Inc. Administration Office at 11520 St. Charles Rock Road, Suite 102, Bridgeton, MO 63044.

*Our students are our most important resources. We share a common goal— educating children to become active, productive, and happy contributing community members. Many children need individualized attention and you have had varied experiences that can help our children achieve. YOU can help many of our children in school. We need volunteers to help the teacher in ways that will allow her/him to provide more personal assistance to our children.*