



## PART-TIME GRANT WRITER

Pueblo Cooperative Care Center is seeking a dynamic, creative, and experienced Part-time Grant Writer. The Part-time Grant Writer will be responsible for writing and preparing public, private, Federal and state grants applications, as well as identifying new funding opportunities for Pueblo Cooperative Care Center. This is a part-time position that reports directly to the Executive Director.

### Principal Responsibilities

*The Part-time Grant Writer will*

- Write, edit, and submit grant proposals, under the supervision of the Executive Director.
- work closely with the Executive Director to plan and implement a successful grant-funding program designed to support organizational needs and strategic goals.
- research and identify new sources of funding for which Pueblo Cooperative Care Center is eligible to pursue.
- work closely with Pueblo Cooperative Care Center finance staff and the Executive Director to develop grant budgets, in accordance with organizational policies.
- maintain grants office databases, track statistics, and assist with other funding-related projects.
- possess strong written communication skills and ability to work with a variety of internal and external constituents.
- maintain strong analytical, organizational, and planning skills, and
- perform other duties as assigned.

### Minimum Qualifications

- A Bachelor's degree in grant writing, English, professional writing, communications, or related field is preferred.
- At least two years of experience as a grant writer in the nonprofit or public sector with previous experience developing grant budgets.
- Excellent communication skills, both oral and written.
- Adheres to high ethical standards, demonstrates empathetic disposition and good judgment.
- Ability to analyze and synthesize data and information from multiple sources.
- Nonprofit experience.

### Preferred Qualifications

*The Part-time Grant Writer will have*

- A proven track-record with securing public, private, Federal and state grants.
- Knowledge of Microsoft Suite, including Excel, PowerPoint and Word.
- Knowledge of Microsoft Exchange and Microsoft Outlook.
- A broad understanding of regulations and processes related to grants and funding organizations.
- Knowledge of internal control procedures and regulations related to Federal programs and financial reporting for grants.
- The ability to apply regulations, policies, and procedures related to grants awarded.
- Nonprofit experience in a faith-based environment.

### Schedule

Flexible scheduling of 10-20 hours per week during normal business hours. Candidates selected for an interview will be requested to submit a portfolio of their previous works and writing assignments.