

Job Posting: GRANT WRITER

Pineville Neighbors Place is a growing 501c3 non-profit service organization. For 7 years, PNP has provided crisis assistance to our neighbors living in the 28134 zip code or that have students attending Pineville and Sterling Elementary Schools. The mission of Pineville Neighbors Place is to connect our neighbors affected by financial insecurity to available services, empower our neighbors to make life sustaining choices and unify the community of Pineville. PNP is supported through the generosity of individuals, foundations, area churches, businesses, and grants.

Job Overview:

The Grant Writer will be a contract-based employee and hours will flex based on the grant application cycle. Position may be remote. The Grant Writer is responsible for identifying and securing grant funding for our organization's programs and initiatives. Grants sources will range from government-based to foundations and other organizations. The candidate must have excellent research and communication skills and a proven record of securing grants.

Responsibilities:

- Study and understand the history, structure, objectives, programs, and financial needs of the organization.
- Research and identify potential grant opportunities that align with our organization's mission & goals.
- Collaborate with program staff to gather relevant information and data needed for grant applications.
- Draft grant proposals and supporting documents based on funding requirements.
- Develop grant proposals that effectively communicate the organization's goals, objectives, and strategies to potential funders.
- Submit proposals to PNP Executive Director for approval.
- Submit timely and accurate grant proposals to potential funders.
- Respond to internal and external queries on drafted and submitted proposals.
- Maintain positive relationships with fund providers and other stakeholders.
- Maintain records and submit reports related to grant opportunities.
- Maintain accurate records of grant submissions and outcomes.
- Stay current on grant funding opportunities and requirements.

Qualifications:

Bachelor's degree in a relevant field (e.g., communications, business, nonprofit management, etc.)

- At least 5 years of experience in grant writing in the nonprofit sector.
- Excellent knowledge of grant application processes and requirements.
- Strong entrepreneurial attitude including drive for results, working independently and proven ability to stay focused on goals; ability to prioritize competing priorities and meet deadlines.
- Strong research and writing skills, including the ability to develop compelling narratives that effectively communicate the organization's mission and goals.
- Excellent interpersonal skills with the ability to work collaboratively with all stakeholders.
- Strong organizational skills, ability to follow processes and attention to detail.
- Experience working in a fast paced, quick turnaround environment.
- High professional and ethical standards for handling confidential information

PINEVILLE

NEIGHBORS PLACE

If you are passionate about supporting our organization's mission and have a proven track record of securing grant funding, we encourage you to apply.

Work Requirements:

This is a contract-based role, so hours will flex based on grant application cycles.

- Position requires sitting and performing repetitive movement while using the computer and telephone.
- Working weeknight and weekends is sometimes required.
- Strong computer and Internet proficiency, including but not limited to Microsoft Office, Google G-Suite, database and grant submission applications.

Pay commensurate with experience and education. PNP is an Equal Opportunity Employer and drug-free/smoke-free work environment.

Cover Letter & Resume required. Please send to jobs@pinevilleneighbors.org

Accepting applications until filled. NO PHONE CALLS or WALK INS.