



JOB TITLE: GRANT SPECIALIST

Reports to: Vice President of Engagement & Operations

Location: Dillsburg, PA office

Travel Required: N/A

Salary Range: \$20/hour

Position Type: Non-exempt

Desired Hours: 20 hours/week

Job Description

The Grant Specialist plays an essential role in raising funds to support the operation of Forgotten Voices. Specifically, the position will be responsible for prospect research, proposal writing, grant reporting and other duties related to advancing Forgotten Voices' relationships with foundations, corporations and U.S. churches. A successful Grant Specialist will have at least 2-3 years of nonprofit development experience, a working knowledge of fundraising strategies and techniques, superior written and oral communication skills, strong attention to detail, ability to work on multiple deadlines simultaneously, sound judgment and professional maturity.

Key Roles and Responsibilities

- Conduct research on potential funders to evaluate and make recommendations regarding prospects for unrestricted operating revenue and restricted projects.
- Collaborate with Forgotten Voices Accountant to gather necessary budget information for proposals and reporting.
- Draft, edit and submit grant proposals and timely, accurate reports.
- Monitor and meet income goals throughout each fiscal year.
- Implement systems and policies to effectively manage relationships with grant funders and enhance communication between the programs, finance and engagement teams.
- Ensure compliance with all grant reporting required by foundation/corporate donors.
- Maintain grant/funder records in electronic database and files.
- Provide regular reporting on prospects, current funders and funding trends.
- Provide background information to support foundation cultivation and stewardship efforts (phone calls, personal note, etc.) by President and Vice President.
- Provide written material for organization's website, electronic communications, newsletters, etc.
- Assist with other fundraising and communication projects as needed.

Commitment to Mission

Forgotten Voices asks that all team members express a personal commitment to our mission: to demonstrate the love of Jesus Christ by equipping local African churches to meet the physical and spiritual needs of orphaned and vulnerable children within their communities.

APPLICATIONS & INQUIRIES

Submit resume, cover letter and 2-page writing sample (preferably a grant application excerpt) by E-mail to Audrey@ForgottenVoices.org with subject line: Grant-Specialist