

ABOITE NEW TRAILS

Job Description

Grant Writer/General Writer

Responsibilities:

- Acquire sound knowledge and understanding of Aboite New Trails' mission, and strategic vision.
- Assist Executive Director (ED) with all aspects of grant application process
- Compile, write and edit all grant applications
- Prepare individual grant applications in accordance with each foundation/grant-making organization's guidelines
- Conduct follow-up communications with all foundations/grant-making organizations during their review process in order to supply additional supportive material
- Assist ED with drafting of specialized proposals
- Track renewal solicitations, reports and acknowledgements
- Maintain timeline for grants and reports
- Assist in prospect identification and strategies for cultivation
- Research appropriate foundations, grant-making organizations and programs
- Prepare and submit all quarterly and/or annual reports, as required by each foundation/grant-making organization
- Complete additional writing projects as directed by the ED and as time permits, which may include the following:
 - Assisting the ED with ANT's marketing tools and PR plan: signage, website copy, marketing projects, press releases and public relations tools
 - Assisting the ED with general communication tools: letters, government newsletters, special projects, and fundraising campaign collateral

Candidate must have:

- Knowledge of foundation, corporate and government grant application procedures
- Excellent writing skills
- Familiarity with core elements of successful grant writing
- Proficiency at working on several grant application deadlines
- Proficiency in MS Office Product (MS Word, Outlook, Excel)
- Excellent interpersonal skills
- Ability to work independently within tight deadlines
- Strong knowledge of trails and the Fort Wayne trails community

EDUCATION and/or EXPERIENCE

- Education or experience equivalent to a B.A. or B.S. degree in areas or fields related to writing, public relations and communications is preferred.
- 2-4 years experience in a fast-paced environment calling for self-motivation and independent judgment
- 1 year experience writing grants

SALARY RANGE

Starting salary will be based upon experience & qualifications of applicant.

The Executive Director or designee will conduct semi-annual performance related reviews. Based upon the year-end review, the employee will be eligible for yearly increases in compensation.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical plans, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from staff, volunteers, board members and various stakeholders.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties this job, the employee is frequently required to stand; walk; sit; use hands to handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl, talk or hear; and taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include distance vision, color vision, and depth perception.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to an inside office setting, or outside weather conditions. The noise level can vary from an office setting to a moderately noisy construction worksite.

WORK SCHEDULE

Regular hours worked will be somewhat flexible. 3 days per week and 15-20 total hours will constitute a work week. Detailed hours worked will be required. Methods used to record time must conform to legal and or statutory requirements.

VACATION ACCRUAL & PERSONAL TIME

The Executive Director or designee must be notified and approve all time off. The grant writer/general writer may take up to 6 weeks off per calendar year.

EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.

TO APPLY

Send a cover letter outlining your interests in the position and salary requirements. Attach a resume that shows relevant work and educational experiences.

CRIMINAL BACKGROUND CHECK WILL BE COMPLETED FOR EACH APPLICANT**SEND RESUME AND LETTER OF INTEREST TO:**

Aboite New Trails, Inc.
Attn: Lori Keys
5750 Coventry Lane, Suite B1
Fort Wayne, IN
lkeys@aboitenewtrails.org
Phone: 260-969-0079
Fax: 260-969-0079

Aboite New Trails, Inc. is an equal opportunity employer