



**Title:** Grant Writer  
**Reports to:** Chief Development Officer  
**Classification:** Non-Exempt, Full-time  
**Pay Rate:** \$20-24/Hour

## **SUMMARY**

As Denver's frontline hunger-prevention organization, Metro Caring meets people's immediate need for nutritious food while also sustainably addressing the root causes of hunger and poverty. Using a multifaceted approach, Metro Caring is innovative in how it solves problems related to hunger, with programming offered in Healthy Foods Access, Nutrition Education, Job Training coupled with Community Organizing and Advocacy.

Metro Caring seeks a highly-organized professional to grow grant revenues. The *Grant Writer* will be responsible for meeting or exceeding budgeted annual revenue from private, government agencies, faith-based, corporate and foundations through grant writing. In addition, the position will assist with writing corporate proposals and revenue generating appeals.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Acquire and maintain sound knowledge of the organization and generate revenue through the timely submission of well-researched, well-written and well-documented grant and fundraising proposals
- Research, explore, and cultivate new funding opportunities from government agencies as well as private, corporate, faith-based, community and family foundations
- Maintain a grants calendar to ensure timely submission of letters of inquiry, proposals, and reports to existing and prospective institutional funders;
- Accurately track all proposal and grant activity, and prepare monthly reports for leadership
- Produce multiple well-written grants and reports with a quick turn-around rate and within required timeframes
- Comply with all grant reporting requirements for institutional donors
- Ensure prompt acknowledgement of grant gifts and funding contracts
- Maintain accurate database and file records of grant donors
- Work closely with the CFO to ensure fund accounting standards and grant restrictions are tracked and met
- Assist with content development for direct mail campaigns and other revenue-generating appeals as requested
- Assess and develop organizational boilerplate and generate new, compelling language for Metro Caring general operating and program grants annually

## **CULTURE OF ENGAGEMENT**

- Participate in weekly team meetings and monthly all-staff meetings/retreats
- Attend a Planting Seeds tour within first month of employment and invite at least 2 contacts per year to attend
- Join volunteer gatherings (brief, twice daily meetings for shift volunteers) at least weekly

## **REQUIRED QUALIFICATIONS/SKILLS**

- Minimum 2 years of successful development experience with a proven track record of meeting budget goals
- Documented record of raising grant revenues of at least \$300,000 annually
- Outstanding written communication skills with ability to write for different audiences (such as foundation, government, faith and corporate funders) and for various purpose; technical, creative, and persuasive writing skills a must
- Motivated, self-starter, able to work independently, but with good judgement on when to seek guidance and direction
- Ability to balance multiple projects at once and prioritize tasks to meet deadlines
- Strong organizational skills; adhering to timelines
- Proficient in data management, Microsoft Office (Word, Excel, Outlook), and donor databases
- Creative communicator, yet meticulous and detail-oriented
- Bachelor's degree or equivalent work experience
- Bilingual Spanish or Arabic writing skills a plus

Metro Caring offers a fulfilling workplace and comprehensive benefits package.

- Join a diverse, passionate, enthusiastic and collaborative team
- 120 hours per year of paid time off; paid sick leave; paid holidays
- IRA retirement plan with an employer-paid match
- Metro Caring pays 95% of the premium cost of employee health and dental plans

TO APPLY: Send cover letter and resume to [job@MetroCaring.org](mailto:job@MetroCaring.org). Include Grant Writer in subject line. Only those candidates who are selected for interviews will be contacted.

No phone calls, please.

*Metro Caring is an equal opportunity employer. The organization is dedicated to the goal of building a diverse staff and we encourage applications from qualified individuals of all backgrounds.*