



Grant Writer Job Description

Overview: Beyond Housing is a nationally recognized community development organization that works to strengthen families and transform underserved communities to create a stronger, more equitable, and prosperous St. Louis region for all. We engage where we're needed, focusing on building consensus among leaders, providing and preserving housing, fostering community structures that shape lives, and guiding systems that make people's lives better.

We lead with vision for what a community can be ~ every community is different, but thriving communities tend to share the same basic set of positive traits regarding housing, safety, education, health, infrastructure, and access to basic human services.

We bring together leaders and resources, volunteers and citizens, and pursue a wide assortment of creative approaches to build stronger, healthier communities for life.

Finally, we are community builders, not kingdom builders. "It's their neighborhood, future, & dreams". Our objective is to help build, and contribute the good things we do for the sake of adding value to the lives of the people we're honored to serve.

Position: We are in search of a Grant Writer to join a dynamic and passionate team of writers and strategic thinkers to help move the mission of Beyond Housing to the next level. Eligibility to work remote at 100%

Responsibilities include, but are not limited to:

- Write and edit grant proposals and concept papers in response to RFPs.
- Research funding opportunities (e.g. monitor websites and other media outlets and foundation publications for relevant RFPs).
- Manage a grant calendar of RFP deadlines.
- Research demographic and other quantitative information in support of proposals.
- Coordinate timely submission of proposals and grant reports in conjunction with designated program staff.
- Host grant Kick-Off meetings with appropriate program and compliance staff once grants have been awarded.
- Work with staff from other departments on program and project financials, goals and outcomes relative to grant submissions and reports.
- Other duties as assigned.

Personal Qualities:

- Collaborative -- A dynamic personality that is collaboratively minded, can recognize and identify strengths, seek consensus around mutual goals, and build meaningful relationships.
- Creative, Critical Thinker -- A systems-thinker and builder, who is not afraid to be innovative in and has skills in articulating these ideas and concepts.
- Methodical -- Strong analytical, systems, and problem-solving skills to evaluate performance, prepare reports, and recommend/implement solutions using independent judgment.
- Reliable -- reflect and value a team approach, demonstrated integrity, effectiveness, efficiency, and the ability to deliver high quality service. Highly capable of handling multiple tasks, projects and timelines. Excellent oral and written communications skills.

- Trusted -- Ability to work with residents, partners, and staff of diversified backgrounds with a positive, optimistic, solutions oriented attitude. Shares a deep respect for the community, its stakeholders and the residents that we serve.
- Driven -- Passion for the work and an interest in continuous learning and improvement.

Required Qualifications:

- BA, BS with preferred course work in Social Services, Communication, Nonprofit Management, or another related field.
- Must demonstrate excellent writing skills and a willingness to work in a fast-paced/non-profit environment.
- Good organizational and self-motivational skills.
- Excellent writing, editing, research, and oral communication skills.
- Able to work quickly and produce quality work under tight deadline requirements.
- Able to plan, prioritize, shift priorities if necessary, and coordinate multiple projects to meet deadlines.

Preferred Experience and Qualifications:

- Strong computer skills, including MS Office (Word, Excel and Outlook).
- Ability to work with little supervision, with a variety of peers and with management.
- Excellent attention to detail and ability to meet deadlines.
- Ability to manage multiple complex tasks and/or projects simultaneously while addressing the needs of the office, ability to maintain composure under pressure.
- Highly organized, self-starter with good interpersonal, problem-solving and analytical skills.
- Ability to anticipate needs, see opportunities and use good judgment in dealing with confidential information.
- Ability to analyze and review operational procedures, identify problem areas and optimize performance through procedural changes.
- Proficiency in communicating effectively, including an ability to write and speak clearly.
- Experience with project management tools, preferably Asana.

Supervisor:

Grant Manager

Salary and Benefits:

- Full-time salaried position with benefits as determined in current Beyond Housing Employee Handbook
- Starting Salary - \$45,000
- Eligibility to work remote at 100%

Application Instructions:

Please send resume, cover letter to hr@beyondhousing.org. This job will remain posted until it has been filled.

Beyond Housing believes that each individual is unique and we are committed to respecting the diversity of all individuals. We strive to move beyond simple tolerance, embracing and celebrating the differences contained within each of us, making us stronger as whole.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of all responsibilities, duties, and skills required. Beyond Housing is an Equal Opportunity Employer.

ADA – Beyond Housing is committed to furthering the purpose of the American with Disabilities Act (ADA). The company is always willing to consider reasonable accommodations, which may allow a disabled person to perform this or any other job. The Summary of Physical Requirements is a list of what we believe at this point to be necessary in order to perform the essential functions of the job.

Diversity & Inclusion Statement: At Beyond Housing, we are committed to promoting Diversity, Inclusion, and Equity throughout our organization and culture. We strive to understand and appreciate the individuality of every employee and create a better place to work for all. We nurture a culture where everyone positively acknowledges equity through action and is aware, understanding, and appreciative of diversity.

Our vision is to go beyond simple tolerance and fully embrace the things that make each person unique. We recognize that our employees' differences support our ability to advance equity for the communities we serve. Further, we understand that equity is critical to the fulfillment of our mission to help entire communities become better places to live.