



CATHOLIC DIOCESE OF RALEIGH
POSITION DESCRIPTION FORM



Catholic Charities
of the Diocese of Raleigh

Position Information

Position Title: Grant Writer Associate

Department: Catholic Charities Administrative Office

Reports To (Title): Director of Operations

Work Schedule: M – F Hours: 8:30 am to 5:00 pm Other: _____

Type of Employee (Hours worked per week) Regular Full Time (≥30) Regular Part Time (20-29) Part Time (≤20) Temporary (varies)

Percentage of Travel Required 0% 10% 25% 50%+

Exemption status (HR use only)	<input type="checkbox"/> Exempt	<input type="checkbox"/> Non-exempt
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Position Summary

Summarize the overall function or purpose of this position. This should be a concise description of the job.

The Grant Writer Associate will persuasively communicate the Catholic Charities mission and strategic priorities to potential funders. The Grant Writer Associate is responsible for writing proposals for both unrestricted operating revenue and restricted projects. The Grant Writer Associate will write, assemble and submit grant proposals, maintain communication with funders for application and reporting purposes, conduct prospect research and maintain a calendar of submission, report, and other deadlines.

Duties and Responsibilities

Indicate as clearly as possible the significant duties and responsibilities that are **essential** requirements of the job. List the duties in order of importance and the approximate percentage of time for each duty. Focus on major responsibilities rather than detailed work routines.

Research, Submission and Tracking of Grants:

- Submit high-quality grant applications with engaging narratives, accurate data, and all required supporting documents
- Work with agency staff to complete assigned tasks within the identified time frame
- Continually manage and update the submission process for new and existing grants to ensure accuracy and timely submission of all required materials
- Maintain a grant calendar with all application and report deadlines

60.00

Duties and Responsibilities *continued from page 1*

Planning and Development:

- Assist in the execution of the fundraising strategy as directed by the development and finance departments
- Conduct prospect research to identify, cultivate and solicit new grants
- Develop an annual grants strategy

25.00

Relationship Cultivation and Maintenance:

- Organize regular grant meetings to discuss updates, issues, and recommendations
- Assist in the coordination of funder site visits
- Obtain management and board member signatures for grant submission when appropriate

15.00

Position Qualifications

Formal Education (minimal level REQUIRED for this position)

- No minimum education level
- High School diploma or GED
- Associates or other 2-year degree including technical/trade school
- Bachelors degree
- Masters or Professional degree (M.B.A., J.D., etc.)
- Doctorate

Degree in specific subject area: _____ Degree Type: Bachelors Degree

Concentration: English, Communications, Journalism, Marketing or similar field.

Work Experience (minimum experience REQUIRED for this position)

- Less than 1 year
- 1 - 3 years
- 4 - 6 years
- 7 - 9 years
- 10 + years

Years of specific work experience: Field: Grant Writing Years of experience: 3

Qualifications

Writing Skills:

- Three years of proven success in grant writing
- Excellent verbal and written communication skills
- Responsible for writing clear, structured, articulate, and persuasive proposals
- Strong editing skills, with a keen attention to detail

Other Skills

- Excellent interpersonal, community relations and computer skills
- Knowledge of fundraising information sources
- Experience working with corporate, foundation and public funders
- Knowledge of basic fundraising techniques and strategies
- Authorized to work in the U.S.

Special Requirements:

- Knowledge of and commitment to Catholic social teachings and practices and the mission of Catholic Charities
- Valid NC Driver's License and a vehicle in working order for business use

Position Characteristics

Physical Requirements/ Work Environment

(This section must be completed *entirely*, regardless of position)

	Amount of time spent			
	None	<1/3 of time	1/3- 2/3 of time	>2/3 of time
Lifting greater than 20 lbs.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sitting for extended periods	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Standing for extended periods	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Primarily office work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Primarily outdoor work	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Primarily indoor work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Prolonged exposure to heat/cold	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Prolonged exposure to loud noise	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Level of Supervision Received (check the option that best describes the position overall)

Direct Supervision: Supervisor gives specific instructions on all assignments. Work is reviewed regularly for accuracy and completeness.	<input type="radio"/>
General Supervision: Supervisor provides continuing or individual assignments by indicating what generally is to be done, limitations, quality and quantity expected, deadlines, and priorities.	<input type="radio"/>
Intermittent Supervision: Supervisor makes assignments by defining objectives, priorities, and deadlines. Assists employee with unusual situations. Employee carries out successive steps and resolves problems in accordance with instructions and policies.	<input checked="" type="radio"/>
Administrative Supervision: Supervisor sets overall objectives and resources available. Collaborate on deadlines, projects, and work to be done.	<input type="radio"/>
Long-Range Administrative Direction: Employee generally proceeds independently in accordance with general plans, policies, and purposes of the department. Results of work are considered technically authoritative.	<input type="radio"/>

The above statements are intended to describe the general nature and level of work being performed by the individual assigned to this job. They are not intended to be an exhaustive list of all the responsibilities, duties, and skills required for the position. All employees may have other duties assigned at any time.