



UrbanPromise Wilmington Job Description

Vision

The vision of UrbanPromise is to be a community in Christ of servant leadership and transformation, seeking a full life for all involved: urban youth, families, staff, and volunteers, in the neighborhoods of our city.

Mission

The mission of UrbanPromise is to equip urban youth through Christ with the skills necessary for academic success, life management, personal growth, and servant leadership.

Job title	<i>Grant Writer and Special Projects Coord.</i>
Reports to	<i>Development Director</i>
Department	<i>Development</i>
FT/PT	<i>Full Time</i>
Salary	<i>\$40,000 + Benefits</i>

Job Purpose

The Grant Writer & Special Projects Coordinator oversees the process and production of all materials related to the grant application process from identifying and qualifying prospects, to writing proposals and reports, to collecting data, budgets, and all relevant documents from a variety of departments, to submission. Additionally, the Grant Writer collaborates with our data coordinator and communications staff members by supplying content for communications and special projects, as assigned. The Grant Writer & Special Projects Coordinator reports to the Development Director and receives guidance from the Executive Council to ensure alignment with UPW's overall mission and goals. UPW is a 501(c)3 non-profit organization.

JOB DUTIES - Staff members are expected to strive for transformative quality in everything they undertake.

Foster Community in Christ

- Engage in personal spiritual development (mentoring, bible study, prayer, etc.)
- Participate in staff spiritual practices (prayer, discipleship, bible study, etc.)
- Support and engage in safe practices
- Hold reporting staff accountable in UrbanPromise Wilmington's Community in Christ expectations
- Engage in professional development through staff retreats, training, and team building events
- Invest in and support the UPW community through actions and attitudes.
- Actively pursue UPW support raising goals through relationship development, support letters, and on-going fundraising meetings
- Have fun

Primary Responsibilities:

- Responsibility for researching, writing, compiling, and managing the timeline of all grants including maintenance and oversight of workflow processes and procedures to ensure accurate and efficient collection and timely submission.
- Assist with cultivation and stewardship of key foundation and corporate stakeholders.
- Write grant applications and all reports and conduct prospect research on new opportunities that align with UPW's mission. Grant writing will be primarily to private foundations, corporations, churches, and family-held funds; some government applications may be required.
- Work with all departments to collect and synthesize data. Oversee grant workflow processes related to data entry to ensure adequate internal controls and that all grants reporting of data is accurate.
- Provide links between program, finance, and other staff so that all activities related to grant data collection and reporting are smoothly implemented.
- Ensure compliance with IRS regulations and foundations' requirements for grants.
- Work closely with the Data Coordinator and graphic design staff to respond to requests for special reports, collaterals, and non-grant materials with a strategic perspective.
- Provide general support to the development department during peak periods.
- Assist in the preparation of materials for Board meetings.
- Pursue personal fundraising goals.
- Perform other duties as needed.

Qualifications

- Bachelor's degree and five (5) years previous experience in research, technical writing, or grant writing.
- Must have excellent attention to detail, high initiative, and be solutions oriented.
- Highly oriented to customer focus and relationship development.
- Commitment to the UrbanPromise vision and mission.
- Excellent writing ability that is clear, concise and analytic in style.
- Ability to write for various audiences including foundations, individual donors, and broader general constituencies.
- Comfortable with data management and administration.
- Ability to work occasional evenings and weekends as needed.