

**Job Title:** Grants Specialist

**Department:** Community Impact

**Status:** Full Time, Exempt

**Immediate Supervisor:** Executive Director of Partner for Student Success

**Education:** 4-year college degree, or equivalent experience

**Job Related Experience:** Minimum 3 years' experience in working with grant writing, communications or program development

**Physical Requirements:** Ability to lift up to 25 lbs and occasionally up to 50 lbs

### **Basic Job Summary:**

The Grants Specialist provides leadership in developing and implementing the grants process and execution in alignment with the vision and mission of United Way of Central Minnesota. The Grants Specialist will work to seek, apply for, and support the securing of grants and funding aligned with the Health, Education, and Financial Stability initiatives within the organization to enhance and grow community programs and partnerships.

### **Responsibilities**

Key position responsibilities include:

- Review, write, and submit grant proposals
- Serve as a leader for grant proposal teams by bringing appropriate staff together to generate ideas and data for grant applications
- Provide details and information about grants and funding opportunities
- Research and identify possible grant and funding opportunities
- Cultivate relationships with granting agencies and funding organizations
- Maintain records and establish best practices for grant processes
- Educate staff about grant policies and processes
- Manage and support grant proposals, requests and reporting
- Develop, implement, and write grant reports and keep staff informed of all grant activities

### **Minimum Qualifications**

- 4-year college degree, or equivalent experience
- 3 years' experience working with grant writing, communications or program development
- Strong communication skills, both verbal and written
- Strong organization skills and ability to attend to multiple projects
- Computer skills, including proficiency in Microsoft Office Suite/Google Suite
- Must pass background check.

### **Preferred Qualifications**

- Bachelor's degree in English, communications or related field
- Knowledge of fundraising and grant making sources

**If you have further questions, please contact Amy Trombley, Executive Director of Partner for Student Success at 320-229-3512. This position is open until filled.**

### **To Apply:**

Please submit cover letter, resume, website application form and two letters of recommendation to: Tonya Miller at [tmiller@unitedwayhelps.org](mailto:tmiller@unitedwayhelps.org)