

# GRANTS SPECIALIST JOB DESCRIPTION

## Part-Time Contractor Position

### Basic Function

The Grants Specialist leads the research, writing, and submission of grant proposals, letters of intent (LOI), grant reports, and other materials or correspondence needed to Islamic Association of Raleigh's grant writing, fundraising, development, strategic plan, and operating goals. The ideal candidate is an experienced grant writer with a portfolio of successful grants in human services and community outreach/development. The ideal candidate also is an effective storyteller who can glean information from a wide range of sources to weave a compelling narrative and case for support and a skilled technical writer who can communicate program/project implementation and evaluation objectives and outcomes. The Grants Specialist reports directly to Fundraising Chair, works closely with the Fundraising Committee, Grants Subcommittee, Strategic Planning Team and is a member of the Administration Department.

### Summary of Duties

- Develops detailed understanding of IAR's program areas and campaigns. This might involve reading program reports, participating in department/committee meetings and staff workgroups, observing field work, and other activities.
- Researches and identifies potential funding sources from private, corporate and government philanthropic sectors and ensures the ones selected for submitting applications to are consistent with the goals, objectives, and priorities of IAR.
- Writes grant proposals and reports as required by our funders and donors.
- Tracks and manages current and prospective grant and reporting deadlines.
- Assists in drafting other materials as assigned, such as a monthly updates, quarterly reports, and annual reports.
- Performs other duties as assigned.

### Essential Knowledge and Abilities

- Strong writing and editing skills with the ability to analyze and synthesize written materials and meet multiple deadlines.
- Proven ability to work independently and within a diverse team and across departments.
- Good communication, listening and research skills.
- Commitment to the IAR's mission and vision.
- Grant writing, development, and fundraising experience and skills required.

### Minimum Qualifications

Possess a combination of training, education, and experience that demonstrates the ability to perform this position's duties, including:

- Education background in – English, Journalism, Public Administration, Political Science, or related field.
- At least 5 year's professional writing experience, with portfolio of successful grant proposals.

### Compensation:

We offer a competitive remuneration based on experience. This is a part-time, contract position with no benefits.

**Disclaimer:** This job description is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. Employees may be required to perform any other job-related instructions as requested by their supervisor.