



GRANT WRITER

Professional Description:

The Grant Writer is primarily responsible for developing and writing grant proposals to foundations and other grant-making organizations and will persuasively communicate GVB's mission and programs to potential funders. Reporting to GVB Management, the Grant Writer will assemble and submit grant requests, establish, and maintain personal contact and relationships with foundation contacts, conduct prospect research, and maintain a calendar of submissions and other deadlines.

Qualifications/Requirements:

- Bachelor's degree in any writing-intensive major such as English, journalism, communication, or marketing and/or related field from an accredited college or university or any equivalent combination of experience and training which provides the knowledge and ability to perform fully the work involved with the position and 3-5 years of relevant experience
- Possession of a valid Guam Business License and proof of insurance

Essential Functions:

- Developing and writing grant proposals to foundations and other grant-making organizations, persuasively communicating the organization's mission and programs to potential funders
- Assembling and submitting grant requests, including letters, proposals, budgets, and presentations
- Establishing and maintaining personal contact and relationships with foundation contacts and program officers
- Ensuring prompt acknowledgement of foundation gifts
- Maintain calendar to ensure timely submission of letters of inquiry, proposal deadlines, and reports
- Conducting prospect research
- Prioritizing projects to keep multiple projects moving in a timely manner
- Meet deadlines and manage supplemental material required for proposals
- Providing writing support for major donor and individual contribution letters and acknowledgements
- Performs other related duties as assigned

Key Competencies:

- Should be able to craft funding proposals in a clear and compelling manner
- Excellent writing, analytical, and research skills are essential
- Must be self-motivated, detail-oriented, and highly organized
- Must have experience using online databases and other sources to locate biographical, financial, and philanthropic information
- Must possess an ability to work well under pressure
- Ability to seek and synthesize information and communicate in a compelling and succinct form
- Ability to have a solid understanding of budgets as they relate to proposals and grants
- Respect and preserve confidential information of work handled by and for GVB



Other Duties:

- This professional description is not designed to cover or contain a comprehensive listing of activities, duties or
- responsibilities that are required of the Grant Writer. Duties, responsibilities, and activities may change at any time with or without notice.