

## **FATHERS WHO CARE - SEEKING GRANT WRITER**

### **OUR ORGANIZATION**

Fathers Who Care is a comprehensive, parental involvement, social service initiative that was created to provide a nurturing and educational environment for non-custodial and custodial fathers who are indigent, but are interested in building their parental involvement and social skills, while also maintaining a positive and successful relationship with their children. We provide programs for mentoring, male and female responsibility, fatherhood involvement, men's health and wellness, community empowerment and social justice.

### **WE ARE SEEKING**

Fathers Who Care is seeking a Grant Writer to develop and write grants to governmental entities, foundations, corporate foundations, and individuals with potential to make major gifts. This person will be responsible for preparing proposals and grant applications as well as researching, identifying, developing, and responding to grant opportunities.

The Grant Writer will assist with identifying, researching and pursuing potential grant opportunities available through local and national foundations, as well as governmental grant programs.

This individual will develop proposals and letters of inquiries; ensure that grant deadlines are met; and will assist in maintaining the donor database. This person will ensure that all communication and marketing materials are available to foundations. This position will also assist in the preparation, editing and submission of grant proposals and progress reports.

### **OUR PRIMARY NEEDS**

- Develop and write grants to governmental entities, foundations, corporate foundations, and individuals with potential to make major gifts. Provide quantitative and qualitative analyses, position papers and prospectuses about relevant issues and exemplary models, as requested.
- Collaborate to develop program concepts suitable for external funding by conducting project development meetings and providing proposal development support. Assist in developing effective fundraising strategies for appropriate targets
- Analyze institutional needs and match with external funding source interests.
- Identify existing institutional and community resources applicable to projects in development and link to funding opportunities and potential partnerships.
- Compile demographic data as needed for grants
- Design and develop charts, graphs and tables to illustrate written proposals and other documents and presentations.
- Provide in-depth research and analysis of potential funding sources, including public agencies, corporations, private foundations, and individuals, identifying those appropriate to support institutional priorities and programs that match funding agency interests and requirements and maximize fundability.
- Research and analyze current community and national trends, identifying key factors, linkages and relationships to the Fathers Who Care.
- Communicate with program officers of external funding agencies and sources, as appropriate for proposals in development.
- Develop acknowledgement letters, pledge reminders, etc.
- Scan local newspapers and other publications, and note significant philanthropic activities

- Researching funding sources, global and national trends, exemplary practices, and relevant issues

### **PERFORMANCE MEASURES**

This individual's performance will be evaluated on the success of his/her development outcomes, as well as the timeliness, accuracy and completeness of accomplishing assigned tasks.

### **QUALIFICATIONS**

- Excellent writing skills
- Solid computer skills (Word, PowerPoint, and Excel)
- Highly organized with ability to implement systems and follow-up processes
- Ability to work effectively under pressure and use independent judgment
- Previous experience and proven track record in securing new funding opportunities
- Evidence of well developed research, writing, communication, critical thinking, project and team development skills. Proficient in spoken and written English.

Please refer qualified candidates to Clifton Muhammad at:  
[Clifton.muhammad@fatherswhocare.org](mailto:Clifton.muhammad@fatherswhocare.org).