



Job Title: Grant Writer and Research Associate - Part-time

Housing Options & Planning Enterprises, Inc. (H.O.P.E.) is a nonprofit corporation founded in 2005. Our mission is dedicated to assisting low-income, individuals and families to achieve long-term financial and social self-sufficiency. Our programs are designed, to be delivered in an integrated manner to give those that we support the maximum ability to obtain the necessary financial skills, means and opportunities to succeed.

Job Description Summary: The **Grant Writer and Research Associate** will work together with the CEO, Director of Housing, and members of H.O.P.E.'s staff to identify and write grants to support their fundraising objectives. This is a wide-ranging **part-time remote** position, which includes a great deal of research, writing, and monitoring grants to increase opportunities of private and governmental funding for the organization.

Reports to: CEO/President

Primary Job Duties:

- Analyze community needs to determine opportunities, scope and goals.
- Research community needs and how agency can help fill community needs with funding.
- Identify grant opportunities that are a strong fit with H.O.P.E.'s programs and relevant to our mission, goals, and strategic plan, including grants available this year and future grant prospects
- Identify how H.O.P.E can leverage their network to make the best use of available grants
- Draft letters of inquiry for identified funding matches.
- Create and maintain relationships with community resources, referrals sources, agencies, associations, local and state government, and federal resources.
- Build and enhance our existing grants and funding database that support the organizations' vision and programs.
- Coordinate, organize, and manage the grant submission timeline as well as follow-up with funders for grant submission denials.
- Work with other team members to gather and retrieve internal information for grants.
- Write and compile materials for grant applications.
- Assist with proofreading and editing of final projects.
- Manage, monitor and compile reports on awarded grants. Maintain high levels of quality maintenance.



Preferred Qualifications:

- Be detailed and proficient in computer technology and online client management systems and Microsoft Office (Word, Excel, PowerPoint, Publisher, etc.)
- Proficient in internet research
- English major desirable with concentration in persuasive and creative writing.
- Excellent spelling and grammar skills
- Must be able to effectively communicate via phone, email, and face to face with the general public and peers.
- Highly organized, quick learner, strong negotiation skills
- Strong, clear communication (written and verbal) and time-management skills as well as excellent listening skills.
- Superior multi-tasking skills and ability to work well under pressure to meet timelines.
- Excellent problem analysis and problem-solving skills (troubleshooting)
- Able to track data, extract data, and complete reports
- Self-motivated, self-disciplined, ability to work independently and as a team.
- MUST have high-speed internet

APPLICATION PROCEDURES: Send cover letter, resume, a brief writing sample and salary requirements to opportunities@hopefinancial.org with "Grant Writer and Research Associate - Last Name, first initial" in the subject line. No phone calls, please.

APPLICATION DEADLINE: Based on the volume of applications received, this job posting may be removed prior to the indicated close date.

SALARY: Commensurate with experience and skills.

H.O.P.E. is an Equal Opportunity Employer and does not discriminate because of age, race, gender, religion, national origin, marital status, sexual orientation, gender identity, or disability.

The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties, as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.