

JOB POSTING

Grantwriter

Department: Development

FLSA Status: Exempt

Position Overview:

Responsible for managing all aspects of the Freedom Center's philanthropic efforts in the areas of private, public, local, state and federal grants.

Responsibilities/Duties:

- Develop and implement a comprehensive grant writing action plan in accordance with fundraising goals
- Directs and coordinates evaluation and monitoring of grant-funded programs
- Works with fiscal officer in preparing budgets for proposed grants
- Writes and submits all grant applications in a timely manner on behalf of the Freedom Center
- Confers with departments to develop program goals and strategies and assist with identifying appropriate grant sources
- Coordinate and maintain grant sources database

Education and Experience:

BA/BS in English, History, or related field. 2-3 years of demonstrated grant writing experience in a non-profit, cultural, or educational development setting. Extensive knowledge of best practices in foundation and government relations.

Job Knowledge, Skills, and Abilities

Must have good communications skills both oral and written and the ability to work with a diverse workforce. Demonstrated proficiency in Microsoft Suite and Raisers Edge software. Must be able to lift up to 10 pounds and be able to sit, stand, and physically move about the facility.

Required to perform other duties as requested or assigned.

We offer excellent benefits and competitive wages

Interested candidates should send their resume with salary requirements to:

(E-mail) hr@nurfc.org

(Fax) 513-333-7713

National Underground Railroad Freedom Center

Attn: Human Resources Department

50 East Freedom Way

Cincinnati, OH 45202

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