

CLEVELAND HOUSING NETWORK, INC.

Grant Proposal Writer

REPORTS TO: Resource Development Manager

POSITION SUMMARY

CHN Housing Partners is a large nonprofit affordable housing developer and housing service provider. We are seeking a dynamic writer to join our Resource Services Department to coordinate grant proposals and other documentation through all stages of the proposal development process, from initial funder contact to final delivery, tracking and follow-up reporting. This position will report to the senior proposal writer and will be responsible for a portfolio of apx. 20-25 grant proposals ranging from \$5,000 to \$50,000.

You must be an excellent writer, have grant proposal experience, be deadline and data driven, have the ability to juggle multiple projects and change course quickly when needed. The perfect candidate will be a high-energy production engine who thrives in a team environment yet can work independently.

At CHN, we foster an entrepreneurial culture through lively consensus building where all opinions are valued. If you are an excellent writer and feel you would thrive in an energetic, creative and can-do environment, please apply!

RESPONSIBILITIES

- Manage a portfolio of 20-25 annual grants from an existing portfolio of funders, managing the process through the entire life cycle, from initial discussion with funder through post-proposal submission and reporting.
- Work with directors and program managers to develop scope of work and anticipated outcomes
- Work with finance director to develop appropriate proposal budgets
- Conduct prospect research to identify potential new funders
- Coordinate funder site visits
- Assist with annual fundraising plan
- Track proposals in a Salesforce database
- Update funder and stakeholder information in Salesforce database
- Assist with writing and maintaining marketing/communications materials related to funders

QUALIFICATIONS:

- Bachelor's degree in English, communications, journalism or related field with 2-5 years of experience in grant proposal writing.
- Excellent persuasive writing skills with ability to develop clear, structured and impactful proposals and related marketing pieces.
- Ability to synthesize complex information into succinct and clear statements.
- Project management skills to take the lead in the entire lifecycle of proposals and/or marketing pieces, from initial conception through full completion.
- Ability to work under pressure and meet deadlines, and work as a team player.
- Detail-oriented, strong time management skills, the ability to be self-motivated while working in a dynamic team environment.
- Experience/familiarity with databases (Salesforce preferred)
- Ability to analyze needs and trends, utilize data, research, and emotional content to convey the needs, and link to specific grantor/funder interests and priorities in a compelling way.

Additional Preferred Qualifications:

- Skilled with Microsoft Publisher; familiarity with the basics of Adobe InDesign Illustrator and Photoshop

If you are interested and meet the outlined qualifications, you can apply for this position by emailing your resume and cover letter to sdurda@chnnet.com or via the following link

<https://chnhousingpartners.org/employment-application/>

M/F/V/D/EOE