

<b>Job Title:</b>	Grant Proposal Specialist	<b>Reports To:</b>	Fund Development Team Leader- Restricted Gifts
<b>Department/Group:</b>	Fund Development	<b>Job Code/Req#:</b>	40200
<b>Location:</b>	MI – Kalamazoo	<b>Travel Required:</b>	Yes
<b>Level/Salary Range:</b>	To be determined	<b>Position Type:</b>	Full-time, Exempt
<b>HR Contact:</b>	Ashleigh Crisp Hobart	<b>Date posted:</b>	June 16, 2014
<b>Will Train Applicant(s):</b>	Yes	<b>Posting Expires:</b>	Until position is filled

**To apply please include a cover letter, resume, and employment application. Applications accepted by:**

**Fax:** (269)492-1439  
**Email:** [hr@gshom.org](mailto:hr@gshom.org)  
**Subject Line:** Grant Proposal Specialist  
**Attention:** HR Department  
**Website:**  
<http://www.gshom.org/about/employment.html>

MAIL:  
 HR Department  
 Girl Scouts Heart of Michigan  
 601 W Maple  
 Kalamazoo, MI 49008

**Job Description**

**POSITION OVERVIEW**

Responsible for writing proposals for both unrestricted operating revenue and restricted projects and for submitting timely and accurate reports for all existing grant funded projects.

**ROLE AND RESPONSIBILITIES**

- Responsible for conducting the full range of activities required to prepare, submit, and manage grant proposals to foundation, United Way and corporate sources.
- Perform prospect research on foundations and corporations to evaluate prospects for corporate and foundation grants.
- Work with finance and other appropriate departments to gather information necessary to report to corporate/foundation/United Way funders on current grant programs.
- Comply with all grant reporting as required by foundation/corporate donors.
- Provide stewardship to current donors, including work with Fund Development Team Leader- Restricted Gifts to provide regular written updates to corporate, foundation and United Way donors.
- Develop and increase an understanding of Girl Scouts Heart of Michigan history and programs.
- Maintain current records in database and in paper files, including grant tracking and reporting.
- Track statistics relevant to development and provide department with written materials necessary for donor stewardship (visitor numbers, program attendance, etc).
- Work with Fund Development Team Leader- Restricted Gifts to provide development input for all written institutional materials including Annual Report.
- Other duties as assigned.

**EDUCATION AND EXPERIENCE**

- Bachelor's degree in business or related field preferred or experience commensurate with degree

- Minimum of two years of experience with grant writing preferred
- Previous experience with non-profit fundraising

**KNOWLEDGE/SKILLS/ABILITIES**

- Prior non-profit experience preferred
- Strong written communication skills; ability to write clear, structured, articulate, and persuasive proposals
- Strong editing skills
- Attention to detail
- Ability to meet deadlines
- Able to monitor and meet income goals
- Knowledge of fundraising information sources
- Experience with proposal writing and institutional donors
- Knowledge of basic fundraising techniques and strategies
- Knowledge and familiarity with research techniques for fundraising prospect research
- Strong contributor in team environments
- Willing to become a member of Girl Scouts of USA
- Able to lift and/or manipulate up to 25 pounds

**BENEFITS**

- Medical, Dental, Vision
- Life
- Disability
- Flexible Spending Accounts
- 403(b)
- Vacation
- Sick
- Personal Leave
- Holiday Pay

Girl Scouts Heart of Michigan is an Equal Opportunity Employer.