



611 North Rampart Street
New Orleans, LA 70112-3505
(504) 584-1102
www.covenanthouseNO.org

Grant Writer

Title:	Grant Writer	Salary Grade:	TBD
Dept:	Development	EEO:	2/Professionals
Reports to:	Director of Development	FLSA:	Non-Exempt
Supervises:	N/A		

SUMMARY

The Grant Writer assists the Executive Director, Director of Development, and Associate Director of Development with the planning and implementation of an aggressive solicitation strategy to foundations and corporations and manages reporting requirements for received awards.

MAJOR DUTIES & RESPONSIBILITIES

- Assist Executive Director and Director of Development with the research and identification of targeted donor prospects
- Develop and write grant proposals to foundations/corporations and other grant-making organizations, persuasively communicating the organization's mission and programs to potential funders
- Manage reporting requirements for corporate and foundation gifts, including acknowledging donations, tracking deadlines, preparing reports, and ensuring consistent and timely correspondence
- Establish and maintain personal contact and relationships with foundation/corporation contacts and program officers
- Perform other job-related development duties as requested
- Initiate and maintain positive, professional, and mentoring relationships with youth and staff in accordance with Covenant House Mission, Principles, and Core Values
- Coordinate the recruitment, placement, orientation, training, and evaluation of volunteers
- Coordinate volunteers and groups (special projects, fund raising events, etc.)

KNOWLEDGE, SKILLS & EXPERIENCE

- Bachelor's Degree or equivalent with (2) to (4) years' development experience (strong writers without development experience considered)
- Proficiency in various computer software applications: MSWord, Excel, PowerPoint, Adobe Pro, Adobe Creative Suite
- Excellent communications & organizational skills and proficiency with database management skills
- OR any combination of education, training and experience that provides the required knowledge, skills and abilities

Applicants are asked to submit a cover letter & resume in a single email as one merged PDF file to rarnold@covenanthouse.org.