



Job Title	Grant Writer/Administrator
Reports to	Executive Director/CEO

Purpose

The Grant Writer/Administrator is responsible for the preparation, creation and submission of proposals and grant applications to support PRAHD's programs and services. The Grant Writer/Administrator will use prospect research to identify new funding opportunities for the organization and will produce quality work products within tight time constraints. In addition, the Grant Writer/Administrator is responsible for managing the grants that he or she has secured to ensure compliance with funder regulations (i.e. progress reports, final reports, stewardship, the completion of funded outcomes/objectives, etc.) as well as working with the Finance Department to ensure budgetary regulations have been met.

Duties and responsibilities

- Generates proposals and supporting documents in response to funding opportunities
- Generates well-researched, well written and well documented grant proposals
- Communicates with grantors and funding source representatives as needed
- Maintains and implements an annual grants calendar including cultivation activities, proposal due dates and report due dates
- Writes all grant monitoring reports from government, corporate, foundations and other funders
- Writes and manages all stewardship including thank you letters and funder updates
- Monitor funding sites for opportunities more specifically State, local and Federal grant websites
- Serves as a representative of the organization for grant-related meetings and presentations as needed by funding sources
- Engages with Program Managers to solicit meaningful information for grants and to also ensure that the grant created is feasible for the program that is intended to receive support
- Participates in the creation of the annual development strategy with the Executive Director/CEO
- Ensure compliance with the rules and regulations administered by the grantor; oversee special audits conducted by grantor.
- Perform functions of financial administration and reporting to include, but not limited to preparation and timely submission of grant applications and reports, development and adjustment of associated budgets, coordination of budgeted funds, screening and processing requests for expenditures and ensuring the timely application for reimbursement from the state.

- Serve as a liaison with principals and other departments on issues regarding grants.
- Monitor interventions and programs funded by grants to ensure compliance with grantor guidelines.
- Assign certain grants and/or related responsibilities to the Finance Department and coordinate their activities related to the grants assigned.
- Assist in evaluating the fiscal administration and budget design of grant programs.
- Oversee the preparation and timely submission of grant applications, application amendments, and budget transfers.
- Performs other writing projects and special projects as needed

Qualifications

- Bachelor's degree preferred from an accredited university with major coursework in philanthropic sciences, fundraising, writing, nonprofit management, public affairs or public administration
- 3 years' experience in grant writing and a proven history of securing grant proposals
- Demonstrated knowledge of operations, services and activities of a development office
- Excellent research skills and the ability to conduct competent research for grant applications
- Excellent interpersonal, training, facilitation, team building and problem solving skills;
- Demonstrated ability to establish and sustain professional relationships and to work collaboratively
- Knowledge and application of best practices in grant making
- Analytical capabilities with accounting procedures and processes for structuring projects
- Understanding of current IRS regulations related to foundations
- Knowledge of grants management software and information technology skills
- Ability to communicate technical, budgetary and program details to staff, grantees and applicants
- High organizational skills, ability to work under difficulty time constraints and ability to work on multiple projects simultaneously
- Ability to prepare clear and concise reports
- Ability to operate office equipment including computers and supporting software applications
- Excellent written and oral communication skills.
- A valid NJ driver's license
- Bilingual (English/Spanish) strongly encouraged

About PRAHD:

The Puerto Rican Association for Human Development, Inc. (PRAHD) was created in Perth Amboy, New Jersey by a group of concerned community leaders/professionals who sought to provide supportive services to disadvantaged Perth Amboy youth. In May 1974, PRAHD was incorporated as a 501(c) (3) non-profit organization and began to operate state funded anti-delinquency programming within Perth Amboy. After the success of PRAHD's youth services, the organization expanded into more comprehensive activities and re-dedicated its efforts towards ensuring the success and advancement of individuals in need. Forty years later, PRAHD

has grown into a thriving comprehensive human services agency that serves thousands of New Jersey residents throughout Middlesex, Union and Hudson counties.

PRAHD operates 10 programs across a wide spectrum of unmet human service needs which target education, housing, benefits access, youth development, preventative health, , respite home care for the developmentally disabled and senior services. All agency programs integrate a variety of methodologies to maximize positive results and ensure sustainable social impact. Furthermore, all activities are designed to afford clients the opportunity to become self-sufficient allowing for the achievement of their personal, educational and financial goals.

PRAHD is dedicated to “developing human potential and promoting self-sufficiency through programs designed to improve the social, economic, health and educational status of the community in a culturally sensitive environment”. Complimentary to PRAHD’s mission, the organizational vision is to “empower the individual to reach their highest potential and to participate meaningfully in their community”. PRAHD is an active community provider and steward that constantly campaigns for the rights, dignity and betterment of impoverished individuals and communities.