



## **JOB OPPORTUNITY**

### **GRANT WRITER**

**Posting #2017-05**

**Posting Date: February 2, 2017**

**Closing Date: Open until filled**

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<b>POSITION:</b>	<b>Grant Writer</b> <b>Full time, 40 hours/week, non-exempt position</b>
<b>DEPARTMENT:</b>	<b>Marketing and Development</b>
<b>LOCATION:</b>	<b>Eugene, Oregon</b>
<b>PAY RANGE:</b>	<b>\$20.46/hour - \$27.62/hour</b>

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#### **ORGANIZATION SUMMARY:**

Holt International Children's Services develops and maintains programs overseas that annually serves 100,000 orphaned, abandoned and vulnerable children in 13 countries. Holt International addresses the root causes of child homelessness by working directly with children and families around the world, focusing on developing and delivering programs based on three pillars of service: family strengthening, world-class orphan care and adoption services.

#### **HOLT'S MISSION STATEMENT:**

Holt International is a Christian organization committed to expressing God's compassion for children. While always upholding the highest ethical standards, we:

- Find and support permanent, loving families for children who are orphaned, abandoned or at serious risk of separation from their family
- Provide services to ensure that children will grow and develop to their fullest potential
- Lead the global community in advocating on behalf of the world's most vulnerable children

#### **HOLT'S CORE VALUES -AT HOLT, WE:**

- Are passionate and committed to our mission
- Conduct our work in an ethical manner
- Provide the highest quality services
- Respect the dignity of all children, families and adults we serve
- Value and respect diversity
- Serve with prudent stewardship
- Value and promote a positive team spirit

#### **DEPARTMENT SUMMARY:**

Holt International finds and supports permanent, loving families for children who are orphaned, abandoned or at serious risk of separation from their family. Holt's model of child-centered care provides services for vulnerable children to ensure they will grow and develop to their fullest potential.

Marketing and Development (M&D) develops the brand of Holt International, secures the financial and other resources to accomplish our long-term program objectives and crafts the messaging for our external audiences.

Within the department, the Relationship Development Team (RDT) cultivates, solicits and stewards individual and organizational donors who make major gifts for sponsorships and other program needs. As such the RDT helps M&D strengthen relationships that produce benevolent giving and generate new donation revenue for exceptional programs that draw greater interest and support for Holt International welfare work overseas.

**POSITION SUMMARY:**

The Grant Writer (GW) serves as the principal staff person to coordinate the research, application and reporting process for foundation, corporate and/or government grants. The primary responsibilities include 1) identifying potential fits between grantor funding priorities and Holt's mission, 2) writing and editing letters of intent, grant applications and proposals, and 3) preparing timely reports to funding sources on grants received.

**ESSENTIAL JOB FUNCTIONS:**

1. **Develops case statements and narratives by** collaborating with the Director of Development and senior leadership staff to identify strategic areas for program growth and to develop compelling narratives that describe Holt International's programs in a way that will inspire funding interest from granting organizations.
2. **Submits grant applications and reports by** synthesizing program and budget information into coherent proposal and report formats requested by granting agencies. Includes writing and editing proposals and reports for foundations, corporations and government agencies as well as incorporating input from relevant staff.
3. **Researches potential grant opportunities by** using online search tools and networking, proactively seeking new opportunities to submit proposals based on foundation, corporation and government guidelines that align with Holt International's mission. Inform Director of Development and senior program staff of new grant opportunities and eligibility requirements.
4. **Maintains a central storage system for grant applications and reports by** using the prospect database to track cultivation, solicitation and stewardship efforts with foundation, corporation and government prospects. This includes maintaining a grant submission and reporting schedule and communicating with appropriate staff to gather content for grants and reports.
5. **Prepares staff for interactions with granting agencies by** preparing appropriate briefing materials and participating in cultivation, solicitation and stewardship meetings where needed. Serve as the principal liaison for the exchange of information between Holt International and granting agencies.
6. **Facilitates grantor understanding of Holt International by** organizing interactions with the appropriate Holt staff, board members and donors. This may include sharing information about Holt with the grantor, arranging and conducting Skype or other conference calls, and arranging site visits in the U.S. or overseas.
7. **Assists program VPs and Senior Executives by** keeping them informed of appropriate timing for building and enhancing their relationships with foundation, corporation and government agencies, especially with regards to preparing status reports on grants.
8. **Contributes to department team effort by** facilitating team skill development by providing clear, behavior-specific feedback, and by making or eliciting specific suggestions for improvement in a manner that builds confidence and enhances results.
9. **Contributes to team effort by** exhibiting cooperative and effective work relationships, such as responding positively to challenges, assignments, inter- and intra-departmental requests, participating in team brainstorm and planning meetings, and seeing beyond individual tasks to help fulfill the organizational goals.
10. **Contributes to a positive, productive work environment by** meeting attendance and punctuality guidelines and pre-arranging time off with appropriate notice; treating all people with dignity and respect; treating other creative project with positivity and constructive criticism when necessary; exhibiting good listening and comprehension skills, including giving and welcoming feedback; communicating effectively by email and phone.

**SUCCESS FACTORS:**

The successful candidate uses experience and best practices in philanthropy and grant writing to achieve goals and objectives. Develops a moves management plan for each organization that is a current grantor to Holt or to whom Holt is submitting a proposal in an effort to steward funding from the grantor and extend the relationship. Identifies potential new relationships with granting organizations with a goal of submitting 10+ proposals annually to secure \$250,000 in new funding. Has a demonstrated ability in planning and developing strategy and meeting deadlines. Has a positive attitude and strong work ethic; possesses the ability to work independently and as a contributing member of the team; adheres to a flexible schedule with the ability and willingness to be responsive to current and potential grantors; travels when needed.

**KNOWLEDGE AND EXPERIENCE (MINIMUM REQUIREMENTS):**

Bachelor's degree, preferably in marketing, communications, business or the liberal arts. Demonstrated ability for excellent written communication. Minimum of 4 years of experience writing grant proposals with a track record of funded proposals. An equivalent combination of education, training, and experience sufficient to successfully perform the essential functions of the job as those listed above may be qualifying. Proficiency with Microsoft Word, Excel and PowerPoint. Knowledge and understanding of maintaining content in databases.

**INFORMATION PROCESSING:**

Produces high-quality proposals and reports for granting agencies. Possesses understanding of digital communications, including, email and web.

**SCOPE OF RESPONSIBILITY:**

Represents Holt International as a primary contact with granting agencies, modeling professionalism in all interactions. Prompts action for all grant applications and reports and maintains institutional knowledge of outcomes on grant applications and reports submitted. Displays consistent, organized drive in achieving fundraising goals. Possesses the ability to analyze goals and to implement appropriate solutions.

**INTERPERSONAL COMMUNICATION:**

Works independently in a team environment with minimal daily contact from direct supervisor. Takes the initiative in researching and making inquiries with granting agencies. Has strong people skills and the ability to instill confidence in others quickly is a must. Leads when needed and follows when asked for internal projects and all projects related to donor cultivation, solicitation and stewardship.

**IMPACT OF RESULTS:**

Meeting proposal goals to secure gift commitments is an important method through which Holt funds programs that strengthen families and help meet the health, physical, nutritional, social and emotional needs of the children served. Meeting and exceeding goals increases the revenue available for programs, allowing Holt to expand service opportunities and enhance the reputation and integrity of the organization.

**SUPERVISORY RESPONSIBILITY:** none

**Describe controls:** Reports to the Director of Development who provides direction and evaluates work for effectiveness, accuracy and results obtained.

**A valid driver's license** is required as this position will require driving for grantor meetings and other events.

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**APPLICATION PROCEDURE:**

To ensure consideration, please submit the following application materials:

1. Job Application <http://www.holtinternational.org/employment/jobapplication.shtml>
2. Cover letter in which you clearly describe how your knowledge, skills and abilities prepare you for the job responsibilities and requirements outlined in the job posting.
3. Current resume which includes educational and professional work experience. Educational experience must include type of degree and education experience and where obtained. **Work experience must include employer name, dates of employment (month and year), position held/title and a description of duties, if position was full time or part time, and reason for leaving employer(s).**

Go to [www.holtinternational.org/employment/](http://www.holtinternational.org/employment/) to locate the job application and the instructions on how to submit the application materials for this job posting.

**SELECTION PROCESS:**

A Holt application, cover letter, and any supplemental materials (if requested in the job posting), will be used to select the top candidate(s). Those selected for further consideration will be invited to an interview. Prior to hiring, candidate(s) will be required to complete a pre-employment criminal history background check, motor vehicle record check, and child abuse clearance check. A credit check may be done if applicable for the position. The candidate(s) must pass the background check process in order to continue in the hiring process.

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Holt International Children's Services  
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[www.holtinternational.org](http://www.holtinternational.org)