

**Come
work
with us**

**Grant
Writer**

City Care exists to do the work few others are willing to do. We believe in the intrinsic value of every person. It is with love and compassion we advocate for the overlooked in our community. We provide food for the hungry, relief for the hurting, and hold space for complete restoration of lives that have gotten off course. And with enough endurance, we witness, firsthand, remarkable stories of transformation. We believe in the power of unity. Community issues such as poverty, homelessness, mental illness and substance use disorders deserve a community response of support for those working to create a better life for themselves and their loved ones. We are better, together.

Still reading? Great! Now more about the position. City Care is searching for a dreamer, a builder, a sustainer to help us meet financial goals to ensure the growth, sustainability and longevity of our programs. The Grant Writer is a full time position that reports to the Vice President of Development.

Responsibilities include, but are not limited to:

- Research potential funding sources, foundations and grant opportunities, and corporate sponsorship opportunities.
- Create and maintain grants calendar.
- Attend grant meetings, as needed.
- Prepare clear and compelling grant proposals across all City Care programs for unrestricted operating funds, restricted program funds, and capital campaigns.
- Work with Program Directors to ensure appropriate data collection and tracking.
- Monitor reporting deadlines and submit timely and accurate reports for all existing grant funded projects.
- Provide communication to current donors, including but not limited to written updates, client stories, acknowledgement letters, solicitations and annual appeals, etc.
- Make appointments for Leadership Team with foundation officers and other prospects, arrange for onsite tours, as needed.

Eligibility, knowledge, skills, abilities:

- Embody City Care values.
- Understanding of the complexity of poverty, homelessness, mental illness and substance use disorder.
- Ability to work on several projects at once under strict deadlines.
- Highly organized and detail-oriented.
- Outstanding written, verbal and interpersonal communication skills.
- Previous grant writing or nonprofit fundraising experience preferred.

To be considered for this position, please submit a writing sample, cover letter, compensation requirements and resume to staci@citycareokc.org by December 11, 2020. No phone calls please.



CITY CARE