



Job Description

Title: Grant Writer

Salary Range: \$40,000 - \$50,000 dependent on experience, with opportunities to grow over time and with proven success.

Reports to: Executive Director

Summary of Programs

All programs at United 4 Children use evaluation and assessment, education, and coaching to empower caregivers to nurture whole-child development through early childhood and afterschool programs. We strive to achieve the following outcomes.

1. Children are welcomed in accessible childcare settings and supported with their unique needs.
2. Early childhood educators are empowered to implement high quality care for children birth through third grade.
3. Communities, families, and early childhood educators understand and are equipped to nurture whole child well-being and development.

Our clients are early childhood educators, families, children, and the communities where they live. We serve the states of Missouri and Illinois, and each program team member is responsible for a geographic region and caseload.

Summary of Position

The Grant Writer will work collaboratively with Executive Director, Program Officer, Annual Fund Coordinator, Marketing and Communications Coordinator, and The Charity CFO (TCCFO) Accounting team to reach the strategic funding goals of the organization with an operational budget of \$3-6 million. They will be responsible for all aspects of grant writing including donor stewardship, data maintenance, research/coordination/optimization, collaborative planning, grant research/coordination/optimization/reporting for all organizational grants: Federal/State, foundation, corporate and sponsorships; and coordination of funding contracts. A successful candidate will work collaboratively with the full agency to maximize resources, educate and empower teams, find efficiencies, implement best practices, innovate new initiatives, and ensure the agency is fulfilling its commitments. Connections with the agency and external partners will be built through relationships, using an equity lens, while working toward solutions that help create a dynamic space for U4C teams.

To Apply

Applications accepted until August 30, 2021. To apply for this position please send resume and cover letter to finchd@united4children.org.

Core Values

The core values of United 4 Children steer all the work that we do. It is expected that employees commit to these values.

Community

- Everyone has an opportunity to participate.
- Actively engage during and after both internal and external meetings.

Trust

- Work to build mutual trust through respectful relationships.
- Join your stretch zone.

Equity

- Listen, ask, clarify.
- Practice self-awareness.

Empathy

- Find positive intent and respect one's feelings.
- Check on your teammates.

Required Leadership Commitments

- Intentionally keep the U4C mission, vision, and core values and how it impacts our clients, staff, and stakeholders in the forefront of your work
- Lift up team voice and come to meetings representing your team
- Be organized and prepared for meetings
- Model listening and self-reflection
- Provide accurate and honest information either in the moment or later
- Dedicate time to internal and external recognition
- Provide strategic planning support through feedback and implementation

Required Responsibility Commitments

- Develop and maintain relationships across teams at United 4 Children
- Develop and maintain relationships with partners- funders and service agencies
- Implement and promote agency culture within all teams
- Adhere to United 4 Children requirements of quality improvement
- Proactively work with Executive leadership to successfully meet deliverables and outcomes
- Proactively work with Advancement team to successfully meet deliverables and outcomes
- Proactively work with Program team to successfully meet deliverables and outcomes
- Track and enter data on designated platform(s)
- Follow agency standard operating procedures

Required Experience Commitments

- Associates degree or at least 3 years' grant writing or field experience
- Experience in program development is preferred
- Proven record of success in grant writing and external relationship building
- Knowledge and understanding of accounting and/or budgeting principles is required
- Superior attention to detail with strong analytical skills
- Solid understanding of QuickBooks, MS Office, and grant management software
- Excellent time and project management, and organizational skills needed
- Experience in communicating and developing supportive relationships with diverse groups
- Must have a passion for getting things done. Must believe in continual process improvement and be ready to jump in to manage challenges as they occur.

- Proven record of personal and professional development
- Development of skills while working with diverse populations
- Diligent use of a justice, equity, and inclusion lens when working with self and others
- Successful at working in multiple teams simultaneously

Travel Requirements

- Must have valid driver’s license, reliable transportation as needed, and carry automobile insurance with the required level (\$300,000/\$100,000) of liability insurance.

Required Quality Commitments

- Desire to ensure that every child has the foundation to thrive
- Collaborate internally and externally
- Demonstrate commitment to meeting deadlines and being accountable
- Showcase integrity by following through with your commitments
- Implement and monitor systems for record-keeping and reporting
- Commit to personal and agency professional development
- Champion the mission and vision of United 4 Children professionally and personally
- Follow ethical standards and confidentiality
- Professionally represent United 4 Children at internal and external meetings and events
- Pro-actively communicate with team(s) when changes are needed
- Showcase desire to take initiative and work independently
- Demonstrate ability to work in-person and virtually

Estimated Time Commitments

- Some evenings and weekends required
- The chart below is based on monthly *estimates* of activities and time
- Attend required meetings and adhere to meeting expectations
- Complete other duties as assigned
- If working from home, must provide immediate supervisor an anticipated schedule of work with updates as needed
- If working from home, must be available for agency needs during the open hours of United 4 Children

Grant Writing Activities and Deliverables

Activity	Deliverables	Percentage of time	Hour breakdown
Agency Activities	<ul style="list-style-type: none"> • Attend and participate in meetings, communicate key information to team- Core team, All Staff, and Consultant Business • Promote activities related to Equity in Action and Design Groups • Support agency fundraising events • Participate in personal professional development 	10%	17.3
Grant Planning and	<ul style="list-style-type: none"> • Regularly research, identify and maintain database of current and prospective donors with 	30%	52

Management	<p>documentation of grant cycles, donor priorities, donor preferences, and agency/program alignment</p> <ul style="list-style-type: none"> • Regularly update donor data • Manage annual grant plan and calendar, coordinating with teams to implement action items in a timely manner • Regular planning, tracking, managing all aspects of funder reports including grant budgets, outcomes, and deliverables. • Weekly meetings with Advancement team to coordinate ensure that all donor communication, recognition, and branding requirements are met; and to find opportunities to co-leverage relationships • Weekly meetings with Program and Operations teams to ensure implementation and compliance requirements of grant are met including metrics, deliverables, financials, and reporting; and to collaborate on upcoming grant priorities, financial needs, reporting needs, and implementation planning; and to find opportunities to co-leverage relationships • Monthly reports on grants written, awarded, denied, upcoming monthly in board committee reports, accounting tracker, and grant tracker 		
Grant Writing	<ul style="list-style-type: none"> • Develop and write grant and sponsorship proposals to foundations, corporations, Federal/State agencies persuasively communicating the organization’s mission, vision and outcomes • Maintain proficient knowledge of the organization’s history, strategic plan and programs. • Work with Advancement and Program teams to build key messaging, case statements, and standardized grant writing language • Work with Annual Fund Coordinator for soliciting event sponsorships via online and focused proposals • Furnish funder with supporting documents 	<p>35%</p>	<p>61</p>

Stewardship and Relationship Building	<ul style="list-style-type: none"> • Manage stewardship plan for caseload of funders • Weekly relationship building and/or solicitation meetings with current relationships, donors and partnerships • Regularly identify new relationships, donors and partnerships • Build a list of and participate in networking opportunities • Manage Executive Director's and Program Officer's relationship building and stewardship opportunities 	10%	17.3
Administrative	<ul style="list-style-type: none"> • Ensure all funds are invoiced and received • Assist in program and organizational budget, in coordination with TCCFO and Leadership Team • Respond to questions from TCCFO regarding contract reporting requirements • Ensure dissemination of any SOP updates to the team(s) • Ensure compliance with SOPs across the team(s) • Maintain continuous lines of communication, keeping the Executive Director informed of all critical issues • Participate in annual self-evaluation • Utilize O365 communication for internal and external communication in a timely manner • Follow and monitor accounting procedures for purchases 	5%	9
Paid time off	<ul style="list-style-type: none"> • Approved leave 	10%	13.3
Total		100%	169.9out of 173.3

United 4 Children (U4C) is an equal opportunity employer.

In accordance with applicable law, discrimination is prohibited against any applicant or employee based on any legally-recognized basis, including, but not limited to: race, color, religion, sex (including pregnancy, lactation, childbirth or related medical conditions), sexual orientation, gender identity, age (40 and over), national origin or ancestry, citizenship status, physical or mental disability, genetic information (including testing and characteristics), veteran status, uniformed service member status or any other status protected by federal, state or local law. Our commitment to equal opportunity employment applies to all persons involved in our operations and prohibits unlawful discrimination by any employee, including supervisors and co-workers.

United 4 Children will provide reasonable accommodation for otherwise qualified individuals with a disability. U4C will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship and/or a direct threat to the health and/or safety of the individual or others would result.

United 4 Children is also committed to not discriminate against any qualified employees or applicants because they are related to or associated with a person with a disability and will also consider requests for reasonable accommodations for medical conditions related to pregnancy, childbirth and lactation where supported by medical documentation and/or as required by applicable federal, state or local law.

United 4 Children will provide reasonable accommodation for employees' religious beliefs, observances, and practices when a need for such accommodation is identified and reasonable accommodation is possible.