

Grant Writer/Fundraising Officer

We are looking to hire a dedicated Grant Writer to write grant proposals for our organization. The Grant Writer will write coherent, organized and compelling proposals. You will apply your knowledge of fundraising methods and plans to reach income goals. You will collaborate with team members in the organization to assist with other fundraising projects, and develop relationships with key stakeholders.

To ensure success you need to write well, have proficient knowledge of fundraising methods and be committed to the mission you are representing. Preferred applicants are deadline-driven team players with outstanding multitasking abilities.

Grant Writer Responsibilities:

- Developing relationships and collaborating with key stakeholders.
- Displaying adherence to organization's mission.
- Maintaining proficient knowledge of organization's history and programs.
- Assisting with the execution of EDCKC's strategy.
- Identifying grant funding opportunities/maintaining grants calendar.
- Writing, submitting and managing grant proposals.
- Furnishing prospective funders with supporting documents.
- Collaborating with President/CEO and Controller to send funders newsletters, and to promote on-site tours.
- Collaborating with Director of Development to compile annual report.
- Maintaining records in hard copies and computer databases.
- Preparation of reports for EDC Board of Directors.

Grant Writer Requirements:

- Bachelor's degree in creative writing or related field/communications.
- 4+ years grant writing experience.
- Proficient with measuring and reaching income goals.
- Proficient with MS Office Word and Excel.
- Excellent knowledge of fundraising information sources.
- Excellent communication skills, both verbal and written.
- Strong people skills.
- Excellent organizational skills.
- Ability to meet deadlines.
- Preferred:
 - Certificate in Grant Writing
 - Ability to do extensive research.
 - Experience with non-profit fundraising.

Must be a Kansas City, Missouri resident or a willingness to relocate is a requirement.

Join the new EDC, a dynamic organization on the move, by submitting your resume including salary requirements to T'Risa McCord, Economic Development Corporation, tmccord@edckc.com. For more information, visit our website at www.edckc.com. The deadline to receive your information is by April 4, 2020.