

## Grant Writer

GPS Education Partners (GPS Ed) is a non-profit organization that utilizes an innovative education model to build strategic partnerships with education, business and the community. These partnerships enable us to accelerate students interested in technical careers, by preparing them through a credentialed work-based learning solution.



GPS Ed is seeking a talented, versatile, mission-driven individual to join our team as a full-time Grant Writer. Reporting to the Director of Marketing and Fund Development and in collaboration with other members of the GPS Ed team, this position will be responsible for the annual grant revenue target for the organization. This position is internal and external-facing, and includes regular contact with GPS Ed Board Directors and Advisors, individual and organizational funders, and GPS Ed Staff.

### Essential Responsibilities and Expectations:

- Research and identify funding opportunities available from public (national, state, and local) and private sources.
- Ensure accurate, timely, efficient and compliant processes for the entire grant life cycle (research, proposal, evaluation, and tracking).
- Maintains good records of grant funders, prospect research, grant processes, and outcomes in databases.
- Collaborate to develop and update program logic models, activities, objectives, and outcomes, and develop successful grant proposals that meet funder guidelines and giving priorities.
- Develops and maintains internal grant reports in order to inform key staff members when grant awards are received and to ensure proper implementation of funding.
- Compile mid-year and end-of-year data from various organizational departments in order to update grant templates and provide accurate information for the annual report and other communication tools.
- Other duties as assigned.

### Key Qualifications:

- 3+ years of grant writing experience
- Bachelor's degree in English, Mass Communication, or Journalism preferred
- Excellent written, verbal, and interpersonal communication skills
- Self-starter with ability to get up to speed quickly and work independently in a fast-paced work environment. Highly motivated, organized, flexible, and proactive.

- Experience with Candid Foundation Directory, Blackbaud, NonprofitCore, Appealmaker, or other database management systems is a big plus
- Must be able to work occasional special events (including evenings and weekends) as needed, and additional hours during peak times as required in exchange for flexible work hours

Interested candidates should apply by submitting a resume to [careers@gpsed.org](mailto:careers@gpsed.org)