bernadette's house empowering female leaders of tomorrow

GRANT WRITER

Role	Grant Writer	**Team**	Executive Board
Reports to	Treasurer & President	**Collaborates with**	Treasurer, VP of Finance & Program Directors

JOB SUMMARY

The **Grant Writer** plays a critical role in supporting the sustainability and growth of Bernadette's House by identifying, writing, and managing grant proposals to foundations, corporations, and government agencies. This individual works closely with the Treasurer, VP of Finance & Administration, and Program Directors to gather program data, develop compelling narratives, and ensure compliance with reporting requirements.

The ideal candidate is detail-oriented, organized, and passionate about helping youth-focused nonprofits grow through mission-aligned funding. All Grant Writers are expected to complete at least one grant writing training or refresher course annually (virtual or in-person) to enhance their knowledge and effectiveness.

Term: No term limits apply unless the Grant Writer is also serving as a board member, in which case the standard 2-year term (renewable once, with a 1-year break) applies

Commitment: 8–10 hours per week (varies based on deadlines and grant cycles)

JOB RESPONSIBILITIES

- Set and meet a monthly goal of identifying and applying to at least 3 qualified grant opportunities, including a mix of short-form applications, letters of inquiry, and full proposals
- Research and identify potential grant opportunities that align with Bernadette's House mission and programming
- Write, edit, and submit grant applications, letters of inquiry, and proposals in collaboration with leadership
- Collect and organize supporting materials including budgets, program descriptions, outcomes data, and organizational documents
- Track all submitted, pending, awarded, and declined grants in a centralized grant log
- Maintain a calendar of application deadlines, reporting due dates, and renewal opportunities

- Coordinate post-award reporting, including data collection and outcome summaries, in partnership with Program Directors and Finance

Sample Tasks

1. Research 3 new grant opportunities for youth development, mentoring, or STEM programs and prepare a recommendation summary
2. Draft a compelling proposal narrative for a local foundation's community enrichment grant
3. Update the grant tracker with the status of pending applications and upcoming deadlines
4. Work with the Program Director of Blossom Mentoring to gather attendance data and testimonials for a quarterly report
5. Prepare a folder of required attachments (IRS letter, board list, financials) for submission
6. Submit a mid-year progress report on an active grant, including participant outcomes and photos from programming

QUALIFICATIONS

Required:

- Strong writing and editing skills, with the ability to craft persuasive, mission-driven content
- Experience in grant writing, fundraising, or proposal development
- Familiarity with nonprofit program models, particularly in youth development or education
- Strong organizational skills and attention to deadlines
- Proficient with Google Docs, spreadsheets, and document sharing platforms

Preferred:

- Prior success in securing grant funding from foundations or public sources
- Understanding of program budgeting and restricted vs. unrestricted funding
- Ability to synthesize program data and translate it into compelling outcomes

Personal Traits:

- Independent and self-motivated
- Detail-oriented and reliable
- Passionate about the mission of Bernadette's House and serving girls ages 8–17