



Grant Writer

About Us

NeighborWorks® Community Partners is on a mission to build and strengthen communities. We are a HUD Certified nonprofit organization that serves thousands of individuals and families across Western NY each year in creating homes, building personal wealth through sustainable homeownership, and growing a vibrant community around them by helping them. *NCP values Partnership, Diversity, Innovation and Risk-Taking, Sustainability and Integrity.* If these values align with your own and the thought of working in a team environment to deliver superior quality customer service appeals to you, we are interested in hearing from you!

Department:	Resource Development
Position Status:	Full Time – 37.5 hours per week/Non-exempt
Reports To:	Director of Resource Development
Duty Station:	Buffalo, New York
Organization:	NeighborWorks® Community Partners
Salary Range:	\$35-38/hr.
Benefits:	NCP offers a comprehensive benefits package including generous health benefits, 15 Days accrued PTO in first year, 12 paid holidays, medical, dental and vision insurance, 401(k), supplemental short-term disability insurance, long-term disability insurance, and life insurance.

Job Overview

NCP is looking for a skilled Grant Writer equipped with excellent research and communication skills, with a special focus on successful grant proposal drafting.

A Grant Writer's main responsibilities include researching grant opportunities, writing compelling grant proposals to acquire funding, and working with our leadership team to ensure grants and loans are properly documented, deployed and reported.

Responsibilities

- Assist with the execution of the strategy within resource development department
- Research and identify grant funding opportunities
- Draft grant proposals and documents based on the funding requirements.
- Collaborate with the Director of Resource Development and Director of External Financial Reporting to compile annual and other periodic grant related reports.
- Maintain positive relationships with funding providers and other stakeholders.
- Maintain Funder Relationship Management contact, communication and outcome documentation related to grant opportunities

Requirements and skills

- Bachelor's degree in creative or technical writing, communication, Business or related field
- Proven work experience as a Grant Writer or similar role
- Great with MS Office Word and Excel
- Excellent knowledge of fundraising information sources
- Excellent writing and verbal skills
- Familiarity with grant management tools such as GrantHub or Submittable will be preferred

Apply online via [indeed.com](https://www.indeed.com) or submit a Cover letter and resume to HR department at:

kkhan@ncpny.org