



Project Angel Heart Seeks Grants Assistant

Organizational Mission: Project Angel Heart improves health and well-being for people with life-threatening illnesses by preparing and delivering medically tailored meals and promoting the power of food as medicine throughout Metro-Denver and El Paso County.

Position Summary: Assists with all aspects of the agency's grant application and reporting processes as well as research related to grants and other agency initiatives.

Amount of Time and Status: Part-time, non-exempt; 20 hours per week, flexible schedule

Reports to: Director of Strategic Partnerships

Essential Responsibilities Include:

- Writing, compiling, and submitting grant applications via mail, email and online in advance of deadlines
- Working across departments to collect projections, demographics, financials, and other pertinent information for each grant request in an organized, timely manner
- Maintaining and updating grant docket of proposal and reporting deadlines
- Regularly and reliably entering all grant applications, reports, award letters, and relevant correspondence into Blackbaud's Raiser's Edge® software
- Writing fresh, original, content for government, foundation, and corporate grant proposals and reports, tailoring submissions for each funder
- Researching, compiling, and integrating nutrition/disease research into grants
- Attending off-site RFP information sessions, interviews, and check presentations, as appropriate
- Researching and vetting new grant opportunities
- Contacting potential grant funders to solicit application information when needed
- Ensuring departments are aware of various regulations and requirements for grant compliance, as appropriate
- Coordinating logistics for grantor site visits, as appropriate
- Other duties as assigned

Required Qualifications:

- Bachelor's degree preferred
- Grant or technical writing experience required
- Experience working with Blackbaud's Raiser's Edge software, and Microsoft Office suite preferred

- Exceptional writing, grammar, and proofreading skills
- Ability to tailor writing tone and content to audience
- Ability to write persuasively and creatively capture highly technical information
- Exceptional attention to detail
- Ability to create and consistently maintain information organizational systems
- Ability to conceptualize multi-step processes, effectively coordinate with co-workers as necessary, and independently pursue projects to completion
- Ability to self-monitor working pace and rearrange priorities based on deadlines
- Strong work ethic, dependability, and trustworthiness
- Willingness/ability to maintain confidential information and work with diverse populations
- Valid Colorado Driver's License and own transportation preferred

Working Environment/Physical Activities:

Work environment is an office setting, with flexibility to work remotely on a regular basis. Physical activities include: sitting at a desk and working on a keyboard and computer; conducting business over the telephone and via email; and using a fax, copy, and scanning machine. Position will require driving a vehicle, interfacing with the public, and public speaking on occasion. Meetings may require standing for long periods of time.

Compensation:

Project Angel Heart offers competitive benefits, including generous paid time off, wellness and meal benefits, employee assistance and perks programs, and matching retirement fund after one year of employment. Pay will be commensurate with experience

Application Procedure:

Please submit resume, cover letter, and brief writing sample (no more than two pages) with accurate contact information via email only to jobs@projectangelheart.org. No phone calls, please. Cover letter must explain why you are interested in this particular position, and why specifically at Project Angel Heart. Promising candidates may first be contacted via e-mail. Project Angel Heart values diversity and inclusivity, and is thus always looking to diversify staff with an eye toward race and ethnicity, sexual orientation, gender, age, etc. Candidates who bring such diversity are encouraged to apply. Target start date: Immediately