



Grant Writer(s)

The Grant Writer is a skilled researcher and communicator with the ability to work independently and follow-through on grant applications. He or she will use standard business practices to approach funders, create persuasive grant proposals, and maintain ongoing relationships with funding organizations.

Specific Duties Include:

- Reports to the Vice President of Development
- Research local, regional, and national grant opportunities using the internet; the intranet at the Phoenix Public Library; and other publicly available resources.
- Identifies grant opportunities, submits grant applications according to required criteria, and follows-up on submitted applications.
- Uses excellent writing and communication skills to secure grant monies for the IBCF.
- Develops relationships with foundations and other funders; shows how their grant to the IBCF achieves their goals and adds value to the community; provides feedback and stories which demonstrate how their investment in the IBCF has made a difference for individual students and the community
- Focused on results, shows funders the important and immediate difference their grant is making
- Uses data to define needs and track progress toward outcomes desired by the funders.