



HomeStretch Inc is a private non-profit agency offering temporary housing and supportive services for working homeless families. We offer a highly collaborative and professional team environment.

We are looking for a dynamic Grant Writer to join our HomeStretch, Inc.'s Team.

This position is responsible for:

- Assist the team with achieving annual corporate, foundation and government fundraising goals in support of operations and restricted programs.
- Primary responsibilities include researching, reporting, tracking and writing grants.
- Manage a portfolio of sponsorship and funding prospects.
- Attend prospective donor meetings and community events.
- Develop and write appeals and proposals.
- Maintain a pipeline of proposals Stewardship.
- Fulfill grant-reporting requirements as assigned.
- Strengthen relationships with donors.
- Provide regular updates to Executive Director.
- Assist with special events as needed.
- Work in office twice a week.

Requirements Skills:

Expertise in Grant Writing

- Strong written communication skills - ability to articulate persuasive proposals.
- A diplomatic communicator who is comfortable working with diverse constituencies while maintaining a high-level of discretion and confidentiality.
- A strong project manager with excellent organizational skills in planning, prioritizing and coordinating multiple projects simultaneously while meeting deadlines in a fast-paced environment.
- Self-motivated and takes initiative.
- Acute attention to detail and able to meet deadlines.

- Experience with institutional donors, knowledge of basic fundraising strategies, familiarity with research techniques for fundraising prospect research
- Proficient in MS Office Suite and CRM Software (SalesForce).

Education: Bachelor's Degree

This is a part-time position with a pay rate based on experience, incentives, car allowance and mobile phone allowance.

Job Type: Part-time

Job Type: Part-time

Pay: \$17.00 - \$25.00 per hour

COVID-19 Considerations:

To keep our team members safe as possible, we have installed a clear plastic barrier, provide face mask, gloves, hand sanitizer and temperature checks.