



Grant Writer – Worcester, MA

The purpose of this position is to provide support for the organization's research, resource development and proposal writing efforts that include foundation, corporate and individual philanthropist prospects. This position requires detailed research and will require experience with a wide range of tools including online databases, printed directories and other publications. The successful candidate will demonstrate exceptional organizational abilities, strong verbal and written communication skills and a solid history of preparing successful proposals for non-for-profit organizations.

Key Responsibilities

- Researches, screens, and prioritizes public and private funding and partnership possibilities
- Develops and edits proposals, manages proposal development projects
- Manages contact, prospect, and proposal tracking databases including record entry and maintenance
- Establishes and maintains contact with private and public entities as appropriate
- Develops and maintains corporate boilerplate
- Keeps abreast of changing funding trends, grant standards and proposal guidelines
- Represents organization at public meetings conducted by grant makers and other entities as required.
- Provides information, guidance and editing support for grants and proposals and other organizational documents on request
- Coordinate the preparation and occasional facilitation of internal meetings as needed
- Assist with program development, capacity-building and implementation

Education and Experience

- Bachelor's Degree or equivalent experience.
- Fundraising or not-for-profit development certification highly desirable.
- More than three years' experience in conducting detailed prospect research, research and data mining, evaluating prospects and prioritizing funding opportunities
- Broad knowledge of tools for researching resource development opportunities including foundations, corporations and individual philanthropists in Massachusetts and other northeastern states
- More than five years of writing and editing experience with substantial proposal success record
- Comprehensive proposal development skills including work plans, schedules and budgets
- Ability to manage multiple proposal development projects simultaneously, including constructing and monitoring detailed schedules
- Advanced MS Word and Excel skills, including formatting
- One-year database record management/maintenance
- Strong interpersonal skills including the ability to lead meetings and assist with private and public presentations
- Community development experience highly desirable



Certifications or Licensures

- Valid Driver's License and reliable transportation

Working Conditions

- Typical office setting with constant computer use and significant use of telephone. Regular local travel using personal vehicle to public meetings within 30-mile radius. Infrequent travel to state or national conferences or workshops.

Interested candidates, should submit a resume and cover letter to HR@rcapsolutions.org

Location – Worcester, MA

Grade Level: 17

Compensation and Benefits:

RCAP Solutions, Inc. offers an excellent compensation and benefits package, including health, dental, 403b, vacation, 13 paid holidays, STD/LTD, etc.

To Apply:

Send cover letter and resume to our Human Resources Department or Email: HR@rcapsolutions.org or Fax: (978) 630-9651.