



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

Job Title: **Grant Writer**

FLSA Status: Exempt

Reports to: President & CEO

Primary Function/Department: Administration

Revision Date: May 1, 2025

Leadership Level: Multi-Team Leader

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit, charitable organization committed to strengthening community through youth development, healthy living and social responsibility. The Grant Writer at YMCA of Paterson stewards the Y's cause, promoting and protecting the brand and reputation as a global, inclusive organization within the community. The Grant Writer also prepares, submits and manages grant proposals in support of the Y's philanthropic endeavors.

OUR CULTURE:

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

LEADERSHIP COMPETENCIES:

- Collaboration
- Engaging Community
- Philanthropy

ESSENTIAL FUNCTIONS:

1. Seek out opportunities for grants and funding sources that are applicable to YMCA programs and services
2. Write grants for programs, services, or capital projects Association-wide, collect outcomes and report accordingly.
3. Research potential funders, (e.g., foundations, banks, county, state, corporations) and builds strong, strategic relationships with current and prospective partners inside and outside the Y
4. Manage evaluation and grant contracts
5. Effectively communicates community benefit and the Y's impact for all stakeholders (e.g., staff, volunteers, members, community leaders) and develops grant proposals to help fund the Y's programs.
6. Maintains an efficient and effective tracking and reporting system that supports the financial development efforts of the Y.
7. Establishes and manages a comprehensive process for timely and accurate grant evaluation, quality compliance, project and program fulfillment.
8. Reports the sources, uses, and management of donated funds to constituents in order to preserve and enhance confidence in the organization.
9. Assist, when needed, in the administration of data collection for YMCA programs and services
10. Participates in YMCA activities, such as committees, special events, Healthy Kids Day and Annual Campaign, holiday events, etc.



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11. Performs other related duties as assigned by CEO
12. Participates in meetings, groups, coalition, etc. that leverages and expands the YMCA of Paterson's cause, purpose and brand

QUALIFICATIONS:

- Bachelor's degree in journalism, communications, or a related field or equivalent education/experience.
- YMCA Multi-Team Leader certification preferred.
- Three to four years of successful experience in grant management or equivalent experience.
- Experience in a nonprofit environment is preferred.
- Successful track record in applying proven practices related to developing successful grant proposals, working with institutional donors, and the management of all related grant compliance and reporting practices.
- Knowledge/clear understanding of fundraising techniques and strategies.
- Excellent verbal and written communications skills, particularly the ability to read, analyze, write, and edit reports according to prescribed style/format and correspond with external businesses and community members.
- Ability to effectively present information and respond to questions from groups of managers, peers, volunteers, customers and the general public.
- Ability to meet deadlines, as well as the ability to collect data, establish facts and draw valid conclusions, reason and solve problems.
- Ability to develop and use spreadsheets and standard business software systems.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to use a computer for extended periods of time and be able to communicate using a computer and phone/smart device. The employee frequently is required to sit and reach, and must be able to move around the work environment.
- The employee must occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust.
- The noise level in the work environment is usually moderate.

SIGNATURE:

I have reviewed and understand this job description.

Nothing in the job description restricts management's right to assign or reassign duties and responsibilities to this job at any time nor does it cover or contain a comprehensive listing of activities, duties or responsibilities that are required. Job descriptions should never be misconstrued as an employee contract. All employees are "at will."

Employee's name

Employee's signature

Today's date: _____