

# **GREYSTON**

## **GRANT WRITER**

Since 1982, Greyston has provided individuals in Southwest Yonkers, NY with employment, training, and resources to lift themselves out of poverty. Greyston's internationally recognized, world-class bakery provides jobs to individuals who often are excluded from the mainstream workforce, and our wraparound community programs help individuals maintain employment and begin ascending the economic ladder. Rather than investing in the exclusion of applicants, Greyston invests in an inclusive model that ensures everyone willing to work has a fair chance to obtain and keep a job, regardless of his or her past. For more information, visit [greyston.org](http://greyston.org).

We are searching for a Grant Writer to join our team. This role will be responsible to create and coordinate grants to support the organization's annual operations and program development. Seeks to increase external support for the organization and its program to strengthen the quality of services and expand programs.

### **Key Responsibilities:**

#### **Research and identify new funding opportunities from private foundations, corporations, and state and federal agencies.**

- Researching of appropriate data and information.
- Works with other potential funding opportunities to design and execute collaborative grant initiatives.

#### **Develops, creates, write, prepares, and completes grant proposals.**

- Gains and maintains familiarity with past and current funded proposals and with all organization funding opportunities.

#### **Coordinates all aspects of government grant writing including but not limited to complete comprehension of grant requirements and financial and program reporting.**

- Maintains the quality-control activities required to ensure the accuracy and adequacy of each document or publication, including but not limited to in-process and final reviews.
- Editing for compliance with all applicable specifications and standards.
- Gains and maintains an understanding of budgets as they relate to proposals and the organization.

#### **Works with Acting Director of Development to collect the most accurate and up to date information on organization's programs and program needs and conduct timely and accurate reporting for each grant.**

- Develops and updates proposal calendar.
- Tracks and communicates results of proposal submissions.

- Organizes and oversees the maintenance and updating of a gift opportunities in Salesforce to include all proposals and other departmental funding status.
- Assists with communicating grant information to the executive team, board and junior board members.
- Performs other related duties as assigned by management.

**SKILLS/KNOWLEDGE:**

- Superior writing skills to create clear, concise, compelling funding proposals and reports, including the ability to capture the purpose, importance, and impact of Greyston’s programs.
- Proven record of success in grant writing.
- Strong organizational, problem-solving, and analytical skills.
- Commitment to Greyston mission, core values, and programs with an approach that is consistent with the Greyston’s guiding principles and hold self to the highest ethical standards.
- Ability to manage priorities and to handle multiple projects and meet deadlines.
- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm.
- Ability to work on complex projects with general direction and minimal guidance and as a member of various teams and committees, as needed.
- Proficient on Microsoft Office, Word, Excel, PowerPoint, Outlook and has experience in a CRM system, Salesforce preferred.
- Have a sense of humor and a positive attitude

**EXPERIENCE:**

- Two to four years related experience or equivalent.
- Proven experience in non-profit, preferred.

Greyston is committed to creating equitable employment opportunities for all individuals. We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.

**BENEFITS:**

We offer a competitive salary and excellent benefits package, including medical, vision, prescription, dental insurance, company paid life insurance, long-term disability, flex spending, generous paid time off, a 401k, and an employee assistance program.

Salary Range: \$55K – \$65K

Must travel to the office, no remote work.

**EEO STATEMENT:**

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**HOW TO APPLY:**

If your background and qualifications match the Grant Writer role, and you are passionate about Greyston's social justice mission, we would love to hear from you. Kindly send your resume and cover letter, including salary requirements, to [jobs@greyston.org](mailto:jobs@greyston.org).