

## JOB DESCRIPTION

**JOB TITLE:** Grant Writer/Communications Coordinator  
**FLSA:** Exempt  
**REPORTS TO:** Director of Development  
**LOCATION:** Yonkers

**SUMMARY:** Westhab is seeking a professional with a record of accomplishment in grant writing to serve as our Grant Writer/Communications Coordinator. The ideal candidate will be an exceptional writer and storyteller who can translate Westhab's work and impact into compelling prose, talking points, and collateral. He or she must be an energetic, smart, collaborative, and flexible project manager who can build and maintain strong relationships both internally and externally. This is a unique opportunity for a detail-oriented, creative, and entrepreneurial professional to play an important role in Westhab's mission—Building communities. Changing lives.

### **DUTIES AND RESPONSIBILITIES:**

- Research individual, corporate, government, family, and institutional foundation grant opportunities as well as potential major gift donors, working closely with program staff to analyze funders for fit with the organization's mission, initiatives, and programs
- Take responsibility for internal calendar to ensure timely submission of proposals, renewals, and reports to foundations, government agencies and corporate partners
- Cultivate and maintain strong relationships with program staff at all levels
- Assist in creating and implementing annual development and communications plan (including editorial calendar) and track and report key communications metrics
- Maintain the website by creating, editing, and posting compelling blog content and updating page content as needed
- Create content and develop strategy for social media platforms
- Design and send constituent e-blasts
- Working with the development team, help create the annual report
- Create agency-wide collateral and oversee/implement agency-wide standards
- Support the planning and execution of events including the annual gala and golf classic. Includes occasional weeknights and/or weekends.
- Help support engagement with special constituencies including Westhab's Impact Council and volunteers
- Maintain press relations including press releases, media alerts, and statements

### **EXPERIENCE, EDUCATION AND SPECIAL REQUIREMENTS:**

- Proven record of success in grant writing. Development/communications experience preferred.
- Superior writing skills including the ability to capture the purpose, importance, and impact of Westhab's programs and projects and craft clear and compelling funding proposals
- Superior verbal and interpersonal skills that appeal successfully to a variety of constituencies
- High level of personal productivity with demonstrated follow-through and success in self-management of multiple and simultaneous projects
- Experience with social media including managing photo/video inventory and creating content for various platforms
- Website and email marketing experience preferred including Adobe Creative Suite, WordPress, Canva, and Bloomerang (or similar donor management/email marketing platform)
- High level of competency with Microsoft Office Suite
- Have an understanding of and passion for Westhab's mission
- Able to travel throughout the county to meetings and events

**ANNUAL SALARY RATE - \$65-70K**

**HOW TO APPLY:** To apply please visit the following link

<https://westhab.applytojob.com/apply/ZrFYQC1Ujz/Grant-WriterCommunications-Coordinator?source=ADO>

**AGENCY PROFILE & EMPLOYEE EXPECTATIONS:**

Westhab is the premier organization of our kind in our region, providing housing and supportive services for more than 10,000 of the most vulnerable members of our community each year. We are staffed by an extraordinary group of hard working professionals that are fully committed to our mission—**Building Communities. Changing Lives.** Working at Westhab is not easy. Our expectations for all staff are high. We believe that the people and the communities that we have the privilege to serve deserve our very best every day. We are results-driven organization that focuses on empowerment and impact. If you want to apply for this opportunity, it should only be because you feel ready for the challenges and expectations that come with joining this kind of team. (EOE)