



JOB DESCRIPTION

JOB TITLE:	Grant Writer
Estimated Salary Range	\$60,000-\$70,000
FLSA:	Exempt
REPORTS TO:	Vice President of Development
LOCATION:	Yonkers

SUMMARY: Westhab is seeking a professional with a record of accomplishment in grant writing to join our development team. The ideal candidate will be an exceptional writer and storyteller who can translate Westhab’s work and impact into compelling prose. 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, coordinate, and write grant proposals for a wide variety of government, state, corporate and foundation funding opportunities
- Take responsibility for internal calendar to ensure timely submission of proposals, renewals, and reports
- Monitor program compliance for continuity as related to contract/grant administration
- Contribute to department goals by accomplishing related duties as required

EXPERIENCE AND ABILITIES:

- Proven record of success in grant writing
- 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
- Ability to cultivate strong relationships both internally and externally
- High level of personal productivity with demonstrated follow-through and success in self-management of multiple, simultaneous projects
- Have an understanding of and passion for Westhab’s mission
- Ability to travel throughout Westchester County and NYC for meetings and events

AGENCY PROFILE AND 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 a 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)