



Foundation for Foster Children - Job Description Grant Writer

STATUS: Full time. Salaried.
DEPARTMENT: Development
REPORTS TO: Executive Director

SPECIAL CONDITIONS:

Fingerprinting and background check are required. Must clear all background checks. Reliable transportation; current driver's license; FL State driver insurance coverage required. Evening and weekend availability may be required for special events, training, community events, etc.

GENERAL DESCRIPTION:

The Grant Writer is responsible for securing and growing the organization's funding from public, private, and corporate grant-making organizations. This role involves researching and identifying prospective funding opportunities, writing and submitting compelling grant proposals and reports by established deadlines, and ensuring compliance with all grant requirements. The Grant Writer also develops and maintains strong relationships with funders, working collaboratively with internal teams to align funding opportunities with the organization's mission and programs.

RESPONSIBILITIES:

Grant Research & Strategy

- Research and identify new potential grant funding sources from private, public, and corporate foundations.
- Stay informed about trends in grant funding related to foster care and the broader philanthropic community to strengthen proposals.
- Review declined grant proposals, gather feedback when possible, and adjust strategies for future success.
- Maintain a comprehensive and up-to-date annual grants calendar to manage proposal and report deadlines, track results of grants awarded and denied, and monitor renewal opportunities.

Proposal Development

- Study and understand the history, mission, structure, objectives, programs, and financial needs of the Foundation for Foster Children.
- Write, edit, and submit compelling, well-researched grant proposals tailored to each funder's priorities and guidelines.
- Ensure all proposals and reports are accurate, complete, and submitted on time.
- Collaborate with program, finance, and leadership staff to gather required data, budgets, and narratives for applications.
- Communicate with relevant departments about post-award requirements and deliverables before grant applications are finalized.

Grant Compliance & Reporting

- Monitor funded programs to ensure compliance with grant requirements.
- Facilitate monthly grant review meetings with program and administrative staff to ensure timely spending of funds and proper data tracking.
- Prepare and submit progress reports and final reports to funders on the use of grant funds, ensuring adherence to funder requirements.
- Maintain an effective system for notifying internal teams of proposal deadlines, reporting dates, and follow-up requirements.
- Provide regular updates on grant activity and awards for board meetings, finance committee meetings, and internal reports.

Relationship Management & Stewardship

- Develop, nurture, and maintain positive relationships with funders and prospective funders.
- Provide ongoing stewardship by acknowledging grant awards, sharing program updates, and demonstrating impact.
- Represent the organization professionally in all funder communications and occasional meetings or site visits.

Database & Records Management

- Maintain complete, accurate, and well-organized paper and electronic files for all grants.
- Track application histories, outcomes, and renewal opportunities in the organization's donor database or grant management system.
- Ensure grant records are accessible for reporting, audits, and organizational planning.

Education, Experience:

- Bachelor's degree in English, Journalism, Communications, or a related field.
- Minimum of one year of experience in grant writing, prospect research, or general fundraising; or at least two years of comparable and transferable skills acquired in a professional setting.
- Proficiency in Microsoft Office Suite, including Word, Excel, PowerPoint, and Outlook.

The FFC employs without regard to race, sex, sexual orientation, religion, national origin, age, disability, or any other attribute not related to superior performance. FFC is a drug-free environment. The job description does not constitute a written or implied contract of employment. Foundation for Foster Children reserves the right to revise or change job duties and responsibilities as the need arises.