



SENIORSPLUS HAS EARNED THE BEST PLACE FOR WORKING PARENTS® BUSINESS DESIGNATION

IN RECOGNITION OF THEIR COMMITMENT TO SUPPORTING WORKING PARENTS

THROUGH THEIR FAMILY-FRIENDLY POLICIES AND PRACTICES.



Grant Writer – Part time/Hybrid Position

- ✓ Do you enjoy securing funds to meet organizational needs?
- ✓ Leading the grant writing process & crafting compelling proposals?
- ✓ Taking the initiative to identify potential funding?
- ✓ Then come join the SeniorsPlus team!

GRANT WRITING RESPONSIBILITIES:

- Implement a grant development program for SeniorsPlus, that includes a process to review, prioritize, and coordinate funding requests while maintaining all grant related materials.
- Research available grant opportunities and match SeniorsPlus programs with funders' objectives.
- Develop responses to Requests for Proposals (RFPs) and Letters of Intent; and attend RFP and grantors information sessions.
- Draft grant proposals and supporting documents based on the funding requirements of the organization.
- Work with Department Directors/CFO to develop budgets and justifications for grant proposals and/or renewals of grants; meet regularly with Leadership to discuss current

and new funding needs and attend Executive Staff and Board of Directors meetings as requested.

- Create and maintain standard boilerplate documents that are accessible and available for use in grant applications within the organization; and assist in the development of procedures for receiving program funds and ensure compliance with grant conditions.

EDUCATION and/or EXPERIENCE

- Bachelor's degree in English, communications, creative writing, or a related area
- A minimum of two years' successful experience in grant writing
- Exceptional knowledge of proposal submission and fundraising process
- Ability to study and understand programs and funding requirements of the organization.
- Strong research skills and knowledge of grant information sources
- Multitasking, organizational and time management skills
- Ability to manage confidential matters with utmost integrity.
- Computer literacy.

BENEFITS

- Short Term Disability Insurance
- Pension Plan
- Employee Assistance Program (EAP)
- Paid Benefit Time
- Holidays
- Bereavement

PAY

- \$30,000-\$34,000 annually (Exempt Position)

Interested candidates should submit a letter of interest and resume to jobs@seniorsplus.org or:

Human Resources
SeniorsPlus
8 Falcon Road
Lewiston, ME 04240

SeniorsPlus is an Equal Opportunity Employer