



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?
- ✓ Do you believe in the power of community-based programs to improve quality of life for older adults across Maine?
- ✓ 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; attend RFP and grantors information sessions.
- Draft grant proposals and supporting documents based on the funding requirements of the organization.
- Work with Department Director/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.

Minimum Qualifications:

- 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:

- 13 Paid Holidays and Generous Earned Benefit Time
- Short Term Disability Insurance
- 403 (b) Retirement Plan
- Employee Assistance Program (EAP)

Pay:

- \$32,604-\$36,722 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