



Title: Contract Part-Time Grants Manager

Reports To: Director of Development & Advancement

The Women's Safe House is the oldest and largest provider of emergency services to women and children experiencing domestic violence. We also work with women and families experiencing sexual assault, stalking and human trafficking. The Women's Safe House is a 24-hour facility. We are an active member of the State of Missouri and National Coalitions Against Domestic and Sexual Violence.

The Women's Safe House is currently seeking a seasoned contract Grant Writer. This is a contract position with varied weekly hours that are dependent upon upcoming deadlines. The projected hours are up to 20 hours per week. This position has the ability to work remotely, but will need to work onsite as needed for collaboration meetings regarding grants.

Description of Duties:

- The contract Grant Writer is responsible for conducting the full range of grant activities, including preparation, submission, and managing reports for foundations, corporate sources, and federal/state/local government grants.
- Design, format, and prepare grant documentation, including the ability to computerize statistical information and graphics.
- Perform research and identification of foundation, corporate and governmental funding opportunities.
- Maintain databases and files for recording and tracking grant proposals, awards, and related statistical information.
- Quickly analyze and understand agency needs to align with granting agency funding priorities.
- Work in a team environment collaboratively on the grant process with multiple stakeholders.
- Understand and execute complex instructions.
- Run accurate reports for agency needs.
- Provides other duties as assigned related to the Shelter and supporting survivors/their dependent children in a trauma-informed manner.

Desired Requirements and Skills:

- Bachelor's degree required, ideally in Business, Communications or Non-Profit Administration and/or a related field.
- At least 3-5 years of grant writing experience required, preferably in a non-profit setting as a grant writer or development officer.
- Knowledge of federal, state and local funding sources and mechanisms.
- Writing samples may be requested

Other Knowledge/Skills/Abilities:

- Desire to be a team player; willingness to help out in other areas as needed
- Strong written communication skills; ability to write clear, structured, articulate, and persuasive proposals; strong editing and computer skills are a requirement.
- Strong organizational and time management is needed.
- Ability to set priorities and meet deadlines.
- Strong attention to details is necessary.
- Must adhere to TWSH policies, procedures, and standards including, but not limited to, confidentiality assisting victims of crime and similar practices.
- A deep appreciation and understanding of the issues of trauma and domestic violence.
- Scheduling flexibility
- Willingness and ability to convey warmth, compassion, respect and non judgment to people experiencing domestic violence.
- Ability to adhere to safety policies, procedures and practices including, but not limited to wearing rubber sole shoes when lifting and carrying items.
- Must have own reliable transportation, valid driver's license and automobile insurance.

Working and Physical Conditions:

- This position will work within an organization serving women and children residing in a domestic violence shelter (confidential location).

The Women's Safe House is an equal opportunity employer.