

HEARTBEAT INTERNATIONAL
Job Description

TITLE: Grants Writer (Assistant)
CLASSIFICATION: Nonexempt
REMOTE WORK STATUS: Position based in HBI's Columbus, OH office
DEPARTMENT: Mission Advancement
REPORTS TO: Grant Coordinator

SUMMARY

Assists with grant writing for both unrestricted operating revenue and restricted projects to increase donor base and financial gifts and the accurate reporting for all grant-funded projects. Job responsibilities are executed in support of Heartbeat International's pro-life mission and vision and its Christian core beliefs and core operational values.

PRIMARY RESPONSIBILITIES

1. Supports full range of activities required to prepare, submit and manage grant proposals. This includes:
 - Research—identifying, building, and maintaining relationships with foundations and their facilitators. Assist Grant Coordinator in building relationships with foundations.
 - Preparation—draft grant applications/proposals. Coordinate with Grant Coordinator and other Heartbeat staff to gather information for projects to be included in initial grant proposals.
 - Submission—maintain and follow schedule of when applications are due.
Tracking—maintain statistics regarding the entire process from research through reporting and record keeping.
 - Reporting—prepare reports for granting organization and HB on the applications, grants received, expenditures, and other relevant and/or required information.
 - Record Keeping—establish and maintain all information relative to the process.
Maintain the organization's commitment to excellence, confidentiality, and legal restrictions.
2. Responsible for maintaining charitable solicitations for Heartbeat International (this duty will later transition to legal secretary/paralegal).
3. Special projects as assigned by supervisor.

SUPERVISION (Received/Exercised)

Work performed independently with supervision available. Plan, prepare, and organize work to meet deadlines and project needs. Expected to make routine decisions requiring analysis and interpretation regarding task completion that does not significantly impact other areas with guidance from supervisor.

REQUIREMENTS

1. Minimum of one year successful experience writing grants and/or supporting grant-writing initiatives. Experience working in the pro-life movement strongly preferred.
2. Job related college degree and/or combination of education and applicable experience.
3. Excellent written communication skills with the ability to inspire readers.
4. Must have independent, sound judgment, and be a self-starter.

5. A working knowledge of Microsoft Word or CRM database strongly preferred. Experience with Indesign also meaningful.
6. Ability to work within established guidelines and meet goals and deadlines.
7. Excellent interpersonal skills for interfacing with and inspiring Heartbeat constituencies, especially potential donors and foundations, as well as staff, the board, and the general public.
8. Must understand and adhere to the high standards of excellence required for development professionals regarding all aspects of development work, especially donor confidentiality and discretion.
9. Ability to work cooperatively--with a Christian servant heart--to inspire staff, Board and other agencies/organizations to support Heartbeat International's mission and affiliates.
10. Ability and willingness to demonstrate commitment to the Heartbeat International mission, vision, core operational values, and core beliefs in the execution of position responsibilities.
11. A willingness to share the gospel of Jesus Christ by word and example to encourage affiliates, staff, and others and to contribute to an office environment conducive to supporting HB's ministry of life.