

**Job Title:** Grant and Proposal Writer  
**Division:** Organizational Advancement  
**Reports To:** Director of Development  
**FLSA Status:** Non-Exempt  
**Salary Range:** \$45,000-\$55,000

## **SUMMARY**

Planned Parenthood Arizona services include an emphasis on family planning and reproductive health care, including the provision of birth control and comprehensive contraceptive counseling, testing and treatment of sexually transmitted infections, pregnancy testing, counseling, and referral, HIV testing, annual exams, abortion care, and more. In addition, PPAZ focuses on providing medically accurate sexuality education and training services throughout the state.

The Grant and Proposal Writer supports PPAZ's programs with funds secured from foundations, corporations, federations, and government entities (institutional donors). Works with the Director of Development to strategize and build a strong financial base for PPAZ's future. Educates donors regarding PPAZ's program goals and provides good stewardship to PPAZ's donor constituency.

## **JOB SPECIFIC DUTIES AND RESPONSIBILITIES**

Plans and implements, with the Director of Development, a comprehensive corporate and foundation relations and grants program with activities needed to attract, retain and increase charitable support from corporation, foundation, governmental and institutional donors.

Prepares and submits written proposals for funding to individual Major Gift donors, corporations, and foundations ensuring timely submission and compliance with published guidelines. Prepares and submits required support materials.

Identifies and researches new institutional donors to determine appropriate matches for PPAZ.

Works within data management software to track grants and reporting requirements. Maintains an annual schedule to ensure that all foundation application deadlines are met well in advance.

Ensures that all institutional donors receive regular, timely, and informative reports regarding the achievements enabled by their giving; ensure that donor-required reporting is executed on a timely basis in conformance with donor requirements.

Manages the United Way State Employee Campaign and other workplace giving programs.

Works with data management software to plan and manage a consistent reporting and assessment process to determine the effectiveness and outcomes of corporate and foundation relations programs and to maintain accountable donor relations.

Supports the team environment with ideas and skills as required by team direction including, but not limited to, editing/proofreading other written materials as appropriate.

Maintains confidentiality of records and personal donor and prospect information.

Adheres to the Association of Fundraising Professionals Code of Ethics.

Completes special projects as assigned and required

Other duties as assigned

### **SUPERVISORY RESPONSIBILITIES**

None.

### **QUALIFICATIONS**

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

High School Diploma or GED, (2) two years relevant work experience writing grants and proposals for foundation, corporate, state and federal funders, or equivalent combination of education and experience.

Experience writing direct mail and other donor communications; knowledge of budget preparation; proficiency with Microsoft Office computer applications. Must be proficient in proposal writing.

### **LANGUAGE SKILLS**

Ability to write, read, and interprets documents such as operating and maintenance instructions, and procedure manuals. Ability to write reports and correspondence. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to create and interpret analytical charts and graphs.

### **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to deal with several abstract and concrete variables.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid driver's license  
Insurable driving record

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Auto travel within the state is required.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with this job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks to be performed when circumstances change.

To apply, [click here](#).