



## Would you like to join our growing team at Our Family?

**Job opening posted: 8/27/21**

Our mission is to eliminate homelessness and strengthen our community.  
Vision- Our community is a better place to live, to grow up, and to grow older.

Our Family is a \$6.5 million agency in Tucson, AZ, that employs approximately 60 staff and hundreds of volunteers and interns. We provide shelter and support to homeless children, youth and families. We promote peace and understanding by helping people talk to each other. We help people learn to be better parents, improve their lives and build stronger families.

Our Family supports a healthy work-life balance and is routinely rated by its employees as having an enjoyable, friendly, flexible, and supportive work culture. We value our employees and hope you will consider joining our team! We are recruiting for the open position of:

**Position Title: Grant Writer**  
**Reports to: Grants Manager**

**Program: Development**  
**Status: Full-time, Exempt**

This position is responsible for grant writing including researching grant opportunities, budgeting, and document preparation as a member of the Development team.

The Development team coordinates resource development, grant writing, contract management, major gifts and planned giving, special events, volunteer management, marketing, communications, and public relations to support the programs and staff to acquire and maintain the resources they need to provide quality services.

### Compensation:

Salary for this position starts from a base of \$46,000 annually. All staff who successfully passes a language test showing substantial bilingual ability in Spanish will receive a differential equivalent to \$.75/hr.

Individual salaries are based on the number of years of relevant education and experience a candidate has beyond the minimum required for the position.

### Essential Skills:

- Serves as the primary writer for agency grants
- Collaborates with Grants Manager to determine grant writing assignments and submission schedules
- Cultivates community, family, and corporate foundation relationships for the purposes of increasing investment in Our Family Services through grants and sponsorships
- Prepares budgets for funding proposals and grant renewals
- Creates realistic grant proposals that can be effectively implemented with the funding requested
- Researches and strategizes new government and private funding opportunities
- Tracks and coordinates activities associated with private grants through all stages of solicitation's life cycle using agency standard processes and tools
- Other duties as assigned

Qualifications:

- Bachelor's degree in a related field, plus 3 years' related experience. Extensive additional related experience may potentially substitute for a portion of the stated education requirement.
- Grant writing experience related to homelessness, elder services, behavioral healthcare, and conflict resolution services preferred
- Able to pass background check related to position requirements
- Since driving may occasionally be required to fulfill the job functions, a valid Arizona driver's license, reliable transportation, clean driving record, and current auto insurance are preferred
- Must be vaccinated for COVID-19

Our Family offers excellent benefits!

- 13 paid holidays a year
- Benefits start the first of the month following hire
- Affordable medical (30+ hour employees) and dental benefits with a choice of plan options
- Employer-paid life insurance (30+ hour employees) with the ability to buy up additional coverage
- Generous paid time off with the ability to use time as it accrues with no waiting period
- A 403(b) retirement plan with an agency match
- Educational reimbursement available
- An investment in staff development, including many quality agency-provided trainings
- Eligible 501(c) Agency for the Public Service Loan Forgiveness program

To apply for this position, or to see a full listing of employment opportunities at Our Family, please go to our website at <https://www.ourfamilyservices.org/about/join-our-team/>

*Our Family Services is an Equal Opportunity Employer. We especially encourage applications from veterans, individuals with disabilities, and alumni from national service programs such as Peace Corps and AmeriCorps, people of color, people of diverse gender identities, women, and people with lived experiences of homelessness.*

