

Southern Arizona AIDS Foundation

Job Title: Government Grant Writer
Department: Programs
FLSA Status: Exempt
Grade: 110
Salary: \$ 62,558 - \$78,198
Review Date: 01/22/2025
Apply: [Employment at SAAF - SAAF- Southern Arizona AIDS Foundation](#)

Scope of Work: The Government Grant Writer is responsible for the full range of activities required to prospect, prepare, write, submit, and manage grant proposals and submissions for SAAF's grant proposals to local, state, and federal government entities. The Government Grant Writer is responsible for working with program and finance staff to collect and coordinate program statistics, budget information, personal stories, etc. to incorporate into the grant writing. Leads the monthly strategic grant meetings. The Government Grant Writer is a full-time, Tucson local, non-exempt position. This position reports to the Chief Programs Officer. Duties include but are not limited to:

Functional Responsibilities:

- Responsible for prospecting, researching, initiating, writing, and stewardship of \$11 million in governmental grants each year.
- Lead grant proposal development and submission—preparing and organizing materials for proposals and submitting and monitoring grant applications.
- Researching new funding opportunities on a local, state, and federal level.
- Drafting proposals/LOIs, grant application narratives, and budgets and collaborate to finalize with program staff, finance, and Chief Programs Officer.
- Submitting grant applications via paper or online portals and maintaining confidentiality and accessibility of log in information.
- Maintaining master calendar of grants and prospects and all associated files and correspondence.
- Maintaining library of grant support documents including resumes, bios, IRS forms, Board/staff diversity lists, etc.
- Work with appropriate departments to facilitate grant contracts/agreements and monitor and advise on grant deliverables.
- Maintains current records, both printed and digital, and a calendar of grant opportunity deadlines and reporting deadlines. Effectively communicates deadlines to program and finance staff to collect necessary information for proposals and reports.
- Develops and oversees internal process of coordinating grant proposal preparation. Coordinates the proposal writing process with the Chiefs, Directors, Development, program staff, and finance staff.
- Maintain grant compliance and reporting, including outcome measurement and grant budgets—taking responsibility for meeting high standards of effectiveness, timeliness, and completeness.
- Responsible for monitoring and maintaining grant reporting schedules and requirements. Ensures the preparation and submission of progress and final reports to the funder in the appropriate timeframes.
- Develop and oversee standard terms and conditions for grant award letters, agreements, and contracts.

Southern Arizona AIDS Foundation

- Provide links between program, finance, information technology, and other administrative functions so that all grant management activities are smoothly implemented.
- Plan and lead grant strategy, logistics, pre and post -award grant meetings on a monthly basis.
- Provide grant report updates for the CEO.
- Attends program managers meetings and runs relevant meetings related to government grants.

Minimum Qualifications:

- 3 years of professional government grant writing experience.
- Exceptional professional writing, editing, and proofreading skills.
- Ability to meet deadlines and establish realistic timelines and work independently.
- Excellent interpersonal skills and ability to work effectively with a wide variety of stakeholders, including federal, state and local funders, staff, and general public.
- Excellent organizational skills.
- Ability to handle confidential information.

Preferred Qualifications:

- 5 years of full-time grant writing experience, with federal grant proposals.
- Knowledge of public funding sources for HIV/AIDS support services, prevention programs, LGBTQ program and services, medical services and other related social services.
- Excellent speaking and public presentation abilities.
- Knowledge and application of best practices in grantmaking.
- Proven abilities in analysis, database management, and data reporting.
- Advanced computer skills (in particular, developing Word forms/templates, Adobe Acrobat forms, and manipulating data in Excel); willingness to learn additional applications (and accessible technology) as necessary.
- High level of attention to detail and strong organizational skills, and, at the same time, ability to think broadly and analyze trends.
- Highly motivated self-starter, with ability to work successfully in a virtual team environment.
- Excellent written and oral communication skills, with the ability to communicate complex technical, budgetary, and grants administration details to staff, donors, grantees, and Board members.
- Ability to design and implement effective workflow processes and procedures.
- Ability to multi-task, prioritize, and follow through to effectively manage work and meet multiple deadlines.

Working Conditions/Physical Demands: Operate in a professional office environment and requires the ability to sit for long periods of time with intermittent walking, standing, bending, squatting, pulling, and pushing. Requires the ability to use standard office equipment such as scanners, computers, keyboards, phones, shredders, photocopiers, and filing cabinets. Requires travelling on occasion as needed between SAAF campuses and other locations.

Southern Arizona AIDS Foundation

Physical Requirements:

This job is a sedentary job, as defined by the Social Security Administration, CFR.

CFR 404.1567 Physical exertion requirements:

(a) Sedentary work: Sedentary work involves lifting no more than 10 pounds at a time and occasionally lifting or carrying articles like docket files, ledgers, and small tools. Although a sedentary job is defined as one which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required occasionally.

Affirmative Action: The Southern Arizona AIDS Foundation is an Affirmative Action/Equal Opportunity Employer and does not discriminate based on race, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability. People who have used drugs, have performed sex work, people of color, women, members of the LGBTQ+ communities, those who have experienced housing insecurity, people who have received harm reduction services, and people living with HIV/AIDS and/or hepatitis C are strongly encouraged to apply.

Disclaimer: This job description is not intended to be all-inclusive; an employee will also perform other reasonably related job responsibilities as assigned by immediate supervisor and other management as required. Management reserves the right to revise or change job duties as the need arises. This job description does not constitute a written or implied contract of employment. Management reserves the right to change job descriptions, job duties, functions, and requirements.