



## Grantwriter

### **About The Organizations**

**The Weld Trust's** (TWT) mission is, "To promote excellence in health and education in Weld County." We are a health conversion foundation whose beginnings came from the sale of North Colorado Medical Center in Greeley, Colorado in October 2019.

TWT is currently developing as a young philanthropic foundation and has undergone a comprehensive strategic planning process. We have identified 7 key initiatives in health and education: Childhood Literacy, Access to Resources (K-12), Workforce Development, Housing Stability, Food Security, Behavioral Health, and Healthy Habits. In addition, we are accepting LOL's for our Flagship Grants which are larger, community-based projects.

TWT exists as a Supporting Organization to the **Weld Legacy Foundation (WLF)**. The two organizations have mirrored Missions and Boards. The WLF does fundraising that benefits health and education causes in Weld County, Colorado, to include developing capacity of Weld County nonprofits, educational institutions, and government agencies.

### **About the Position**

Lead grant writing efforts to contribute to building the capacity of the Weld Legacy Foundation and other Weld County nonprofits. The role will develop relationships with agencies and be familiar with funding opportunities to increase their capacity. This position may also provide training to nonprofit organizations who are developing their grant-writing capabilities.

The position will also manage the grant application and reporting requirements for **Bright Futures**, a workforce development and scholarship initiative established by the Weld County Commissioners that is now a program within the WLF. This position reports to the Director of Development.

### **Duties and Responsibilities**

#### ***Grant Writing***

- Develop an annual grant writing plan in conjunction with the Development Director.
- Establish an exceptional working knowledge of local, state, and regional grants, and specifically their alignment with foundation and non-profit partner initiatives.
- Partner with the Development Director and Leadership Team to determine funding/grants for which to apply.
- Complete Letters of Inquiry for proposals and make calls as needed to funders.
- Write grant proposals and respond to RFP requests.
- Give presentations to grant funders.

- Provide tours of WLF or nonprofit partner facilities to potential and current funders.
- Track deadlines, funding requests, receipt of funds, and reporting requirements.
- Complete acknowledgments to donors.
- Work with the Development Director to track outcomes and write grant reports on a timely basis.
- Work with Chief Financial Officer to oversee the billing, spending and tracking of grant money.
- Alert staff to outcome measurements necessary for funded project report.

### ***Other***

- Assist the development department in completing projects related to fundraising, events, marketing and community development.
- May supervise interns, volunteers and work-study students who are assisting in completing department tasks.
- Represent the agency, in word and action, in a manner that conveys professionalism, consensus of department and leadership team, support the agency mission and the mission of grant partners/nonprofits, and regard for agency policies and procedures.
- Treat with respect the findings, views, and actions of all colleagues, and use appropriate channels to express judgment on these matters.
- Work within the bounds of professional protocol, in all manner of speaking.
- Complete other duties as assigned.
- Develop working knowledge of Blackbaud, TWT's grantmaking platform, in order to provide backup support to Grants Manager.

### **Qualifications**

- Bachelor's degree (Masters preferred) and minimum of 4 years' experience in fundraising and grant writing.
- Demonstrated ability in grant writing and fundraising for non-profits.
- Strong project management skills and oversight of large initiatives.
- Excellent written and oral communication skills including ability to speak in public.
- Ability to work effectively as part of a team.
- Skill in using a variety of computer applications.
- Self-directed work style, including the ability to work on multiple tasks, complete projects in a timely fashion, and handle detailed work accurately.
- Flexibility in work hours to accommodate program needs; may include evening and weekend hours.
- Willingness to travel as needed to complete job duties.
- Strong relationship-building skills and ability to serve as a representative of the Foundation in person, on the phone, and in writing, including dealing professionally and knowledgeably with donors and potential donors, referral agents, grant partners, client families, and the public.
- Working knowledge of various grantmaking platforms
- Familiarity with Colorado Opportunity Scholarship Initiative (COSI) grants a plus

Reports to the Director of Development. Salary range = \$40,000-62,000.