



CROSSROADS CHURCH | JOB DESCRIPTION

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| Position Title: | Grant Writer |
| Department: | Operations |
| Reports to: | Operations Pastor |
| Oversees: | Research, Writing & Editing, Proposals, Securing Funds |
| Hours: | Hours & pay negotiable |

Position Summary:

The Grant Writer is responsible for researching funding opportunities as well as writing and submitting grant proposals to earn funding for specific programs and initiatives of Crossroads Church. The Grant Writer should be a detail-oriented, passionate individual with strong research and communication skills. This person must be able to understand and clearly communicate the mission and goals of Crossroads and our initiatives. The Grant Writer is crucial to the team here at Crossroads as they bridge the gap between our organization's desire to serve the community and the funding needed to do so.

Key Responsibilities:

- **Research**
 - Search for available grants that align with the value, mission, and goals of the program.
 - Research and understand all deadlines, requirements, and guidelines for grant applications.
 - Ensure the funder's values align with Crossroads Church and the goals of the program.
 - Work with applicable staff to gather program details, budgets, and any other important information.
- **Writing & Editing**
 - Draft well researched, compelling proposals including why our program should receive funding and how we would use the money.
 - Work with the Operations Pastor and other applicable staff to ensure clear and concise communication that explains the program and its goals; revise drafts as needed.
- **Submitting Proposals**
 - Submit proposals in a timely manner, ensuring all guidelines and formatting requirements have been followed.
- **Filing, Reporting, Tracking**
 - Maintain clear records of all grant submissions.
 - Maintain clear tracking of funds received and how they are used.
 - Maintain reporting that shows effectiveness of the program.
- **Relationship Management**
 - Maintain strong communication between Crossroads and funders throughout the process.
 - Serve as the liaison between Crossroads and funders, maintaining a positive relationship.
 - Provide progress reports and program updates to funders as requested.



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Qualifications:

- A growing personal relationship with Jesus Christ
- Alignment with the mission and values of Crossroads Church
- Grant writing experience
- Strong organizational skills
- Excellent research skills
- Attention to detail
- Time management skills and ability to meet deadlines
- Ability to manage multiple projects at the same time
- Understanding of financial documentation and budgeting
- Excellent written and verbal communication skills
- Knowledge of proposal submission and fundraising process
- Ability to handle confidential matters