



MENTAL HEALTH COLORADO

GRANT WRITER Job Description

Mental Health Colorado is the state's leading advocate for the prevention and treatment of mental illness. We are a nonprofit, nonpartisan organization and an affiliate of Mental Health America.

We seek a skilled and proficient Grant Writer to support our development functions. Responsible for writing proposals for both unrestricted operating revenue and restricted projects and for submitting timely and accurate reports for all existing grant funded projects.

Responsibilities include:

- Conduct the full range of activities required to prepare, submit, and manage grant proposals to foundation and corporate sources
- Perform prospect research on foundations and corporations to evaluate prospects for corporate and foundation grants
- Maintain annual grants calendar to include new application and reporting deadlines
- Work with finance to gather information necessary to report to corporate/foundation funders on current grant programs
- Comply with all grant reporting as required by foundation/corporate donors
- Make appointments for Director of Development with foundation officers and other prospects
- Maintain current records in database and in paper files, including grant tracking and reporting
- Work with Director of Development to provide development input for all written institutional materials (i.e. annual report, donor newsletter)
- Assist with other fundraising projects as requested

KNOWLEDGE AND SKILLS

- Strong written communication skills; ability to write clear, structured, articulate, and persuasive proposals
- Strong editing skills - excellent spelling and grammar
- Attention to detail
- Ability to meet deadlines
- Knowledge of fundraising information sources
- Experience with proposal writing and institutional donors
- Knowledge of basic fundraising techniques and strategies
- Knowledge and familiarity with research techniques for fundraising prospect research
- Strong contributor in team environments

Qualifications:

- Minimum of two years' experience with grant writing
- Previous experience with non-profit fundraising
- Experience working in deadline-driven environments
- Ability to work well in a team environment, handle multiple assignments and meet deadlines
- Ability to monitor and meet income goals
- A commitment to the cause of mental health

This is a full-time position eligible for benefits. Salary commensurate with experience.

Applicants should email a cover letter and resume to info@mentalhealthcolorado.org by January 12, 2018; please use the subject line "Grant Writer." Only electronic submissions will be accepted. We regret that we cannot respond to every applicant; only those selected for an interview will be contacted.

Mental Health Colorado is an equal opportunity employer. It is Mental Health Colorado's policy to recruit, hire and promote persons in all job classifications without regard to race, color, gender, age, religion, national origin, disability, veteran status, marital status, or sexual orientation.