



BLOOD BANK OF ALASKA POSITION DESCRIPTION

Position Title:	Grant Writer
Department:	Fund Development
Reports To:	Chief Executive Office
FLSA:	Exempt
Position(s) Supervised:	None

POSITION SUMMARY

The Grant Writer researches and writes proposals in response to approved funding sources in alignment with the organization's mission, vision and core values.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Writes and edits proposal and concept papers in response to RFP's.
2. Researches funding opportunities (e.g. monitor websites and newsletters for RFPs).
3. Manages a calendar of RFP deadlines.
4. Attends off-site seminars and conferences related to primary responsibilities.
5. Works in conjunction with designated program staff to design programs.
6. Researches demographic and other quantitative information in support of proposals.
7. Provides information needed for the preparation of budgets to the CEO and Finance Director.
8. Coordinates timely submissions of proposals.

CUSTOMER INTERACTION/PROBLEM SOLVING

Must maintain a high standard for conscientious, courteous, and enthusiastic service to internal and external customers, and the public in general. Must make customer's needs a high priority in face-to-face or telephone contact. Must consistently deliver service in a timely, accurate, professional and friendly manner. Demonstrate a high level of problem-solving skills.

QUALIFICATION REQUIREMENTS

To perform this job successfully, each essential duty (as listed above) must be performed satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

SUPERVISORY KNOWLEDGE, SKILLS AND ABILITIES (if applicable)

1. Ability to work with others to achieve departmental and organization goals and objectives.
2. Demonstrate a positive attitude toward one's work and job.
3. Ability to act honestly and with integrity, showing respect for laws, the rights of others, and Blood Bank of Alaska mission.
4. Good organizational and self-motivational skills.
5. Excellent writing, editing, research and oral communication skills.
6. Must be able to work quickly and produce quality work under tight deadline requirements.
7. Able to plan, prioritize, shift priorities if necessary, and coordinate multiple projects to meet deadlines.
8. Able to conduct demographic and quantitative research in support of proposals.



GENERAL KNOWLEDGE, SKILLS AND ABILITIES
1. Knowledge of computers to include work processing, database, spreadsheet and applicable software programs relevant to public presentations as needed. 2. Excellent organization skills 3. Excellent communication and presentation skills. 4. Excellent interpersonal skills, including management skills. 5. Must be able to write effectively. 6. Must have the ability to assess diverse organizations/people and approach them appropriately and effectively. 7. Must be able to lift and/or move up to 25 lbs.

EDUCATION
Minimum BA, BS required preferred course work in Business, Health, nonprofit or other related field.

EXPERIENCE
Minimum two years' experience in government/foundation grant-writing in a nonprofit environment and demonstrated record of success in securing government/foundation grants. Familiarity with city, state, and federal funding sources.

CERTIFICATES, LICENSES, ETC.
N/A

WORK ENVIRONMENT
Potential hazard due to exposure to blood or other potentially infectious materials. The Blood Bank of Alaska follows OSHA Bloodborne Pathogens Standards in the workplace.

The above is intended to describe the job functions, the general supplemental functions, and the essential requirements for the performance of this job. It is not to be construed as an exhaustive statement of all of the supplemental duties, responsibilities, or non-essential requirements.

My signature below indicates that I have read and understood the position description for Grant Writer and agree to perform the duties as stated.

Employee Print Name

Employee Signature

Date

Supervisor Signature

Date