

FIRST CALL JOB DESCRIPTION

Title: Grant Writer

Department: Administration

Report to: Chief Development Officer

Why First Call?

First Call's values of person-centered service, community, collaboration, and kindness are foundational for the agency's focus on accessibility and commitment to data-driven practice as we work toward our mission to reduce the impact of alcohol, drugs and addiction by providing quality resources for individuals, families, and the community.

Position Summary

This position will act as the project manager for First Call's grant program. Duties include identifying potential funding sources, researching grant opportunities, writing and submitting grant proposals, supporting post award management (tracking project progress and reporting.) This position will be responsible for roughly 70 - 90 written proposals annually.

Major Functions

1. Utilize databases to identify new foundation, corporate, and government funding.
2. Write clear, compelling grant narratives, letters of intent, and reports in response to specific funder guidelines.
3. Source and organize required documents and attachments for grant proposals.
4. Maintain the grant calendar to ensure on time submission of all requests and reports.
5. Collaborate and work closely with program staff to gather information, stories, data, and insights needed for proposal development and reporting.
6. Collaborate with data analyst for reporting needs.
7. Some in-town and out-of-town travel may be required to complete position responsibilities.
 - a. Work hours will include some weekend and evening activities.
8. Other duties as deemed appropriate for the fulfillment of the mission of First Call; including but not limited to backup front desk coverage.

Knowledge and Critical Skills/Expertise

1. Minimum of two years experience in grant writing, fundraising, journalism, or technical writing, and a minimum of a bachelor's degree.
2. Exceptional written communication with an eye for detail, storytelling, grammar, and tone.
3. Excellent time management skills – this position will function as a project manager for First Call's grant program
4. Knowledge of Kansas City funding landscape
5. Familiarity working in a community based nonprofit, preferably a human services organization
6. Strong research skills

Working Conditions

1. The First Call office is open to the public from 9 a.m. to 5 p.m., Monday-Thursday, with remote work and a closed building on Fridays. First Call values flexibility; as such, employee schedules and locations for work throughout the week will be determined by the needs of their position and set in consultation with their direct supervisor.
2. Employee must have access to reliable personal transportation, access to reliable internet for at-home work days.

Salary Range \$50 – \$55,000 DOE

To Apply: Email letter of interest, resume & references to careers@firstcallkc.org.

Equal Employment Opportunity

First Call provides equal employment opportunities for all employees and applicants for employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Benefits

At First Call, we recognize that a comprehensive, whole-person employee benefits plan for our staff is key to providing our clients with the quality care and treatment they need. Our staff benefits and perks plan is designed to provide tools to help promote health, wellbeing, balance, and safety in each area of life. We offer a hybrid (in office & work from home) schedule as well as flexibility in scheduling for better work/life balance.

Our benefits plan focuses on six key areas - Equal Opportunity Employment, generous paid time off, 13 paid holidays, an agency funded whole-person health and life package (including a 100% coverage of employee healthcare premiums), personal and team development opportunities, and board & leadership defined staff safety and wellbeing policies.