



TREEHOUSE

ENDING HOPELESSNESS AMONG TEENS

GRANT WRITER

JOB TITLE: Grant Writer

DEPARTMENT: Development

REPORTS TO: Corporate and Foundation Relations Manager

STATUS: Full-time or Part-time (20-40 hours/week)

CLASSIFICATION: Non-exempt (PT) or Exempt (FT)

WORK HOURS: Monday-Friday, flexible hours.

ABOUT TREEHOUSE

TreeHouse is on a mission to end hopelessness among teens. Through safe, grace-based environments and one-to-one mentoring, teens build healthy relationships, better coping skills and a sense of purpose rooted in the living hope of Jesus, unleashing untold potential in themselves and their communities. TreeHouse staff are grounded in the core values of GRACE (Growth, Relationships, Authenticity, Community, Empowerment) that determine how we build relationships with donors, partners, volunteers, fellow staff, and teens. TreeHouse serves over 3,000 teens annually across 7 states and is growing to lead the nation in ending hopelessness among teens.

GENERAL TREEHOUSE STAFF REQUIREMENT

By God's grace, TreeHouse staff live out Christian faith and values in ways that are consistent with the teachings of Scripture and by participating in a fellowship of believers for spiritual enrichment, encouragement, support, and accountability.

JOB SUMMARY

Assist the Development Team in executing a comprehensive annual funding strategy by writing and submitting grant requests with excellence and accuracy.

ESSENTIAL JOB FUNCTIONS

- Work with internal staff to effectively describe TreeHouse programs, outcomes and financial support needed to sustain and scale the ministry.
- Maintain & execute a portfolio of 100+ grants per year
- Write and edit compelling grant proposals aligned with grantors' objectives, supported by TreeHouse outcomes.
- Prepare and submit weekly and monthly status activity reports of grant research and writing activities.
- Maintain up-to-date records and documentation on all secured, pending, and proposed grants, including copies of all completed grants, associated correspondence, and accurate log and calendar of action steps in fundraising database and corporate central files.
- Research grant opportunities as assigned, which will:
 - Seek local, state and national opportunities.
 - Support claims with sourced statistics and facts.
- Effectively present TreeHouse information to internal and external stakeholders and respond in a timely manner to inquiries and requests from grantors and potential donors.
- Inform Corporate and Foundation Relations Manager of workload and needs in order to accomplish stated objectives and meet expectations.

QUALIFICATIONS

- Bachelor's Degree, add'l grant training/education preferred.
- 3+ years of grant writing experience with proven success.
- Excellent written and verbal communication skills.
- Strategic orientation.
- Highly organized with attention to detail.
- Strong research and analysis ability.
- Demonstrated ability to manage multiple tasks and projects assuring completion of essential details within specified timeframes.
- Proficient in MS Office product suite and knowledge of Salesforce NP Success Pack.