



**Job Description**

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**Position Title:** *Grant Writer / Fundraiser*  
**Accountable to:** *VP of Finance and Administration*

Please email resume for consideration to [sylvia@corazonsa.org](mailto:sylvia@corazonsa.org).

**General Description:** This position will be responsible for *all grant writing and some fundraising for Corazon Ministries, Inc.*

**Essential Functions:**

- Facilitate and organize grant calendar for all grant opportunities
- Coordinate grant opportunities with CMI team
- Write and submit all grants in a timely fashion ensuring best chance for grant approval
- Research and act on new grant opportunities to support CMI programming and expansion of programming
- Coordinate all grant reporting with CMI team
- Submit all grant reports in a timely fashion
- Assist VP of Finance and Admin on contract application, management and reporting
- Manage portfolio of donors as assigned by VP of Finance to include individuals, corporate, foundations, etc.
- Assist in all event / fundraiser planning for CMI and Deborah's House
- Assist in data entry and administrative support for all donor / finance activities
- Other duties as assigned by VP of Finance and Administration or President / CEO

**Qualifications:**

- Orientation to detail, accuracy, and meeting of deadlines.
- Proven experience as grants / fundraising coordination
- Bachelors in related field preferred
- Ability to work cooperatively under pressure with a broad range of people.
- Absolute integrity, honesty, and ability to maintain confidentiality when required. Background check will be required for this position. Certain backgrounds will not be excluded.
- Ability to manage time effectively and to work independently.
- Ability to be politely, firm and decisive.
- Ability to understand and follow instructions on complex matters.
- Ability to communicate tactfully with other staff members and the public.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is constantly required to stand, sit, talk, hear, keyboard, and utilize fine manipulation and near visual acuity. The employee is occasionally required to walk, utilize gross manipulation, push, pull, reach, and stoop. The employee must occasionally lift and/or move up to 25 pounds.

**Work Environment**

This job is performed in an indoor and outdoor office environment. You may be required to drive to different locations with varying conditions. The noise level in the work environment is usually moderate.

The above statements are intended to describe the general nature and levels of work to be performed and are not intended to be an exhaustive list of all responsibilities and duties.

My signature on this document indicates my understanding and acceptance of these job responsibilities. I further understand that my performance of these duties will be utilized as a basis for my annual performance review.

\_\_\_\_\_  
Employee Printed Name

\_\_\_\_\_  
Employee Signed Name

\_\_\_\_\_  
Date