

POSITION OPEN UNTIL FILLED: Grant Writer

Employer: Guadalupe Center

Department: Development

Location: Guadalupe Center (1385 N 1200 W, Salt Lake City, UT 84116)

Job Type: Full Time, In-Person

Pay Range: Annual Salary Range: \$60,000 - \$65,000 DOE

Guadalupe Center seeks a full-time/in-person Grant Writer dedicated to Transforming Lives Through Education. This is a full-time, in-person position, Monday through Friday, and may include occasional nights and weekends. This position is a vital part of the development team and will focus on advancing the mission of the organization while researching, strategizing, preparing, submitting, and managing grant proposals and reports that support the organization's goals and meet funder guidelines and criteria. This role serves as the primary grant writer for government, corporation, and private foundation grant opportunities, engages in grant reporting, and supports special project initiatives. This position requires strong writing, data analysis, and project management skills, with an emphasis on outcome measurement.

RESPONSIBILITIES

Key duties included, but are not limited to, the following:

- Under the direction of the Director of Development and the Associate Director of Development, lead grant proposal development and submission - preparing and organizing materials for proposals and submitting and monitoring grant applications, including:
 - Maintaining grant applications and reporting master calendar;
 - Researching new funding opportunities on a local, state, and federal level;
 - Drafting proposals/LOIs and grant application narratives while collaborating with program staff, finance team members, and program directors;
 - Submitting grant applications via paper or online portals and maintaining online portal login information;
 - Maintaining all application-associated files and correspondence in the donor management system;
 - Maintaining files of grant support documents and repository of grant language;
- In partnership with the Finance and Development leadership, draft and submit grant reporting, including:
 - Maintaining funder reporting schedules and requirements in the donor management system;
 - Meeting regularly with program directors to track progress toward programmatic outcomes and goals;
 - Drafting compelling progress reports and program updates;

- Assembling all necessary supporting materials and documents, including budget reports, outcomes measurements, success stories, etc.

QUALIFICATIONS

An ideal candidate has:

- Bachelor's degree or 3-7 years of work experience with nonprofit administration, grant writing, or fundraising
- 3+ years of experience in fundraising, grant writing, or grants management
- Demonstrated analytical and persuasive writing skills, as well as editing skills
- Ability to convey complex information in a clear manner to a diverse audience
- Self-motivated, strong administrative skills, with the ability to set priorities and manage multiple tasks under minimal supervision
- Intermediate to advance skills in Microsoft Office (Word, Excel, etc.)
- Experience with CRM software systems (Raiser's Edge, etc.) is a plus
- Ability to work under pressure and respond to tight deadlines
- Demonstrated interest in the mission and values of Guadalupe Center

About Guadalupe Center:

Since 1966, Guadalupe Center has been serving as a trusted pillar in the Greater Salt Lake Valley, offering free, high-quality education and vital community resources to low-income, immigrant, and refugee families. What began as an Adult Education program decades ago has grown into a robust community center, serving individuals from birth through adulthood. Today, our six core programs include:

- * In-Home Family Support (birth-2)
- * Toddler Transitions (1-2)
- * Preschool (3-4)
- * Elementary School (K-6)
- * Out-of-School Time (Summer and Afterschool)
- * Adult Education (ages 16+)

Guadalupe Center (GC) continues to demonstrate its value as a community anchor for many of the Salt Lake Valley's most vulnerable community members. It provides not only a safe haven for education and access to many community resources, but a way up for those who are marginalized because of their socio-economic status. Guadalupe Center provides valuable services for a population in great need at no cost to them. Guadalupe Center is **"Transforms Lives Through Education."**

Compensation & Benefits

Salary is commensurate with education and experience; salary range \$60,000 - \$65,000.

To apply, please send a cover letter, resume and contact information for 3 professional references to: Colleen Baum – colleen.baum@guadschool.org.