

Good News Rescue Mission  
Job Description, 2025

<b>Position Title:</b>	<b>Grant Writer</b>	
<b>Ministry Department:</b>	<b>Development and Community Relations</b>	
<b>Reports To:</b>	<b>Director of Development</b>	
<b>FSLA Status:</b>	<b>Non-Exempt</b>	<b>Hourly Pay Range:</b>
<b>Status:</b>	<b>Part-time, hourly</b>	<b>\$25.00 - \$30.00</b>

**Description:**

The Grant Writer plays a critical role in securing funding that fuels the Good News Rescue Mission's life-changing programs. Working closely with the Development Director, this position is responsible for researching funding opportunities, crafting compelling grant proposals, and managing reporting requirements to ensure compliance. This is a part-time, flexible position ideal for a highly organized, detail-oriented individual with strong writing skills and a passion for serving those in need.

**Key Responsibilities:**

- Research and identify potential grant opportunities from private foundations and government sources.
- Develop and submit persuasive grant proposals that align with funder priorities and the Mission's strategic goals.
- Track grant application deadlines, submission requirements, and reporting obligations to ensure compliance.
- Prepare and submit progress and final reports detailing the impact of funded programs.
- Maintain organized records of grant applications, awards, and reporting requirements.
- Collaborate with the Development Director to develop funding strategies and set grant priorities.
- Gather program data and financial information to support grant applications and reporting.
- Stay informed on grant writing trends, nonprofit funding strategies, and best practices.
- Build and maintain relationships with funders and other stakeholders.
- Adapt to evolving organizational needs, contributing to additional fundraising efforts as necessary.

**Qualifications & Experience:**

- Bachelor's degree in English, Communications, Nonprofit Management, or a related field preferred; equivalent experience considered.
- At least two years of grant writing experience, preferably in a nonprofit setting.
- Strong personal commitment to Jesus Christ and active participation in a Christian community.
- Alignment with the Good News Rescue Mission's statement of Christian faith and ability to share that faith with staff and clients.
- Passion for serving individuals experiencing homelessness and poverty.

**Knowledge, Skills, and Abilities:**

- Exceptional written communication skills, with the ability to craft compelling narratives.
- Strong research and analytical skills for identifying funding opportunities.
- Highly organized and detail-oriented, with the ability to manage multiple deadlines.

Good News Rescue Mission  
Job Description, 2025

- Proficiency in Microsoft 365 (Word, Excel) and online document sharing tools.
- Experience utilizing AI tools like ChatGPT preferred.
- Basic understanding of budgeting and financial statements for grant proposals.
- Self-motivated, with strong interpersonal skills and the ability to work independently or collaboratively.
- Ability to synthesize complex program information into clear, persuasive proposals.
- Professional, mission-driven mindset with a commitment to excellence.

**Working Conditions and Physical Effort:**

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Pleasant working environment; maybe exposed to cold occasionally. The noise level in the work environment is usually moderate. Employee may come into contact with irate and irrational clients who may or may not be under the influence of mind-altering substances such as cocaine, marijuana, alcohol, etc., or be mentally or physically disabled. Employee may be regularly exposed to some risk of communicable disease from guests of facility, exposure to TB and other respiratory diseases.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**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. While performing the duties of this job, the employee is regularly required to walk, talk and hear. The employee is occasionally required to stand and regularly required to sit, manual dexterity necessary in using hands to finger, handle, feel, type on computer keyboard. The employee required to reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds up stairs. Specific vision abilities required by this job include distance vision, color vision, depth perception and peripheral vision. The employee is required to have close visual acuity to perform and activity such as viewing a computer terminal. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Pre-Employment Screening:**

- Drug test
- Clean DMV
- Must be insurable through GNRM's auto insurance provider