

# GRANT WRITER

RJL SOLUTIONS

## ROLES AND RESPONSIBILITIES




The Grant Writer is responsible for researching and writing grants to drive success of the clients of RJL Solutions. Efforts include researching grants for a variety of projects and industries as well as writing, managing and submitting grant applications:

- Provide high-level service to the clients and partners of RJL Solutions.
- Contribute to a high-performing team, including media professionals, community leaders, design agencies, contractors and others, to meet strategic goals and business objectives for clients.
- Build strong, working relationships with local government officials, company executives, vendors, agencies and partners to promote an integrated approach to grants development.
- Research, manage, write and submit grant applications on behalf of the clients of RJL Solutions.
- Manage communications with necessary stakeholders for grant projects, ensuring that all pieces of an application are received and compiled appropriately for submission.
- Work with the Advocacy department to brainstorm project opportunities and grant funding for the clients of RJL Solutions.

*This is a salary position; some evenings, weekends and travel may be required.*



## INFORMATION

-  Job Code: 011
-  Full-time or part-time
-  Strategic Communications department

## QUALIFICATIONS

- Bachelor's degree in professional writing or related degree.
- Self-motivated with ability to work independently when necessary.
- Ability to communicate effectively through writing in a concise and meaningful manner.

## PREFERRED SKILLS

- Experience in researching grants and knowledge of grants development.
- Community Development Block Grant (CDBG) certified through OCRA or desire to obtain this certification.
- Specific coursework or training in grant writing.
- Strong organization and time management skills and ability to prioritize and manage a high volume of detailed work with conflicting priorities in a fast-paced environment.