

# Grant Writer

## Beautiful Butterflies Transitioning, Inc.



*Beautiful Butterflies Transitioning, Inc.*

**JOB TITLE:** Grant Writer  
**DEPARTMENT:** Board of Directors  
**EXECUTIVE DIRECTOR** Tammie Polk

Beautiful Butterflies Transitioning, Inc. is a 501(c)(3) nonprofit whose vision is to see women partake in healthy relationships where violence no longer exists.

### GENERAL JOB DESCRIPTION

The ideal candidate will be highly motivated to work independently as well as part of a team and must be comfortable working in a deadline-driven environment.

### MAJOR DUTIES AND RESPONSIBILITIES

The Grant Writer will research, write, format, and submit compelling, high-quality grant proposals to funding agencies (federal, state, and private foundations) while applying knowledge of fundraising methods and plans to reach goals. This role is responsible for proactively researching and analyzing grant opportunities and making recommendations on their feasibility. Position will collaborate with Grant Manager and Board members to develop relationships with Executive Director and staff while developing supporting documents and maintain donor database and records.

### MINOR DUTIES AND RESPONSIBILITIES

This role is responsible for proactively researching and analyzing grant opportunities and making recommendations on their feasibility.

### QUALIFICATIONS FOR THE JOB

*Education:*

N/A

*Experience:*

Prefer minimum of 3 years previous grant writing experience.

### KEY COMPETENCIES

Excellent oral and written communication skills.

Read, comprehend, interpret, and apply governmental regulations and proposal guidelines.

Excellent time management and critical thinking skills.

Knowledgeable of funding sources, compliance issues, and legal and fiscal policies of funding sources and appropriate government agencies.

**Signature Approved By:**

*Tammie Polk, Executive Director*

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**Date Approved:**

February 15, 2023

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**Date Last Reviewed:**

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**Last Reviewed By:**

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