



POSITION ANNOUNCEMENT - PLEASE POST OR CIRCULATE

SENIOR GRANTS WRITER

Announced May 5, 2009

The Organization

Chartered by the Georgia General Assembly in 1839, the Georgia Historical Society is a private, non-profit organization that serves as the historical society for the state of Georgia. GHS is the oldest cultural institution in Georgia and one of the oldest state historical societies in the nation. For nearly 175 years, GHS has fulfilled its mission to collect, preserve, and share Georgia's history by presenting a variety of educational programs, authoring publications on Georgia and southern history, and by operating a library and archives at its statewide headquarters in Savannah.

Position Summary

The Georgia Historical Society seeks a **Senior Grants Writer** for its development department. Responsibilities include writing and editing: 1) grant proposals; 2) reports to foundations and individual donors; and 3) letters of inquiry, concept papers, donor profiles, and other fundraising documents. Writing assignments will also include drafting letters, notes, and emails for donor cultivation and stewardship purposes. The Senior Grants Writer will draft persuasive documents that clearly explain the rationale and case for funding GHS's mission, in addition to detailing specific programs and projects.

The Senior Grants Writer will employ exceptional research, writing, and communication skills with the purpose of securing funds to support the following organizational endeavors: 1) creation of new programs and services; 2) support of ongoing programs and services; and 3) provision of annual operating funds.

Specific Responsibilities (incumbent may perform other duties as assigned)

- Write, edit, compile, prepare, and manage grant applications and funding proposals to support program and capital requests, working with program and executive staff.
- Prepare, coordinate, and maintain support materials for grant proposals (including budgets, outcomes, evaluation measures, and implementation plans) to ensure timely submittal of all proposals/applications according to funder guidelines and deadlines.
- Research, evaluate, and compile data and statistics for use in grant proposals.
- Maintain accurate, current list of funders, deadlines, and requirements.
- Maintain electronic and hard-copy records regarding funders, grant applications, and related information.
- Responsible for helping to compile information into appropriate report formats, and for drafting and editing narrative content.

- Assist in drafting materials to comply with internal reporting requirements, such as coordinating the drafting of relevant content for progress reports to donors.
- Assist in drafting prospect reports and profiles of potential donors, and updating prospect and donor records as needed.
- Develop and manage the annual calendar for grant applications and the procedures for tracking submissions and responses and disseminating information within the organization. Track and follow-up with all funded grants and submitted applications.
- Research and evaluate potential public and private funding sources.

Contribute to other development efforts, serving as an integral member of the team.

Supervisory responsibilities: Not applicable.

Experience/Skills Required:

Education/experience: Bachelor's degree in English, Communications, or a related field and three years of development experience in a non-profit setting or in publishing.

Knowledge, skills & abilities: Superior writing and editing skills required. Experience writing and editing successful grant proposals or individual solicitations. Expert knowledge of grant writing practices, conventions, and standards. Working knowledge of local and regional grant makers preferred. This position requires proficiency in the following skills: proofreading, fact-checking, organization, flexibility, ability to work successfully in a fast-paced environment and ability to meet tight deadlines. Successful candidate must be able to implement strategic fund-raising plans. Must have ability to handle sensitive and confidential information, prioritize competing work and meet deadlines, and produce highly accurate work under pressure. Knowledge of Raiser's Edge is a plus.

To Apply

Send cover letter, resume, and salary requirements to:

Senior Grants Writer Search
Georgia Historical Society
501 Whitaker Street
Savannah, GA 31401
Fax: (912) 651-2831
Email: jobs@georgiahistory.com

No phone calls please.