

**JOB TITLE:** Grant Writer

**Job Location:** Kappa Alpha Psi® Fraternity, Inc.  
International Headquarters  
2322-24 N. Broad Street  
Philadelphia, PA 19132



**Position Type:** Full-Time

**Salary:** \$80,000.00 to \$85,000.00

**Opening Date:** October 24, 2023

**Closing Date:** November 13, 2023 @ 5:00 p.m. (Eastern Standard Time)

### **GRANT WRITER SCOPE**

The Grant Writer for International Headquarters will identify, define and develop funding sources to support existing and planned program activities as well as lead the development, writing, and submission of grant proposals to federal, state, and private funding agencies.

**Job (Summary/Description):** The Grant Writer will specifically prepare grant proposals on behalf of International Headquarters seeking funding for specific projects. The Grant Writer may also report on progress, manage budgets, and communicate with funders once their grants are awarded, in addition to writing grant proposals. In general, the Grant Writer will play a crucial role in helping International Headquarters obtain funding to advance its missions.

### **DUTIES AND RESPONSIBILITIES**

The Grant Writer should have excellent research and communication skills. They should be able to clearly communicate in both written and verbal communication, especially in grant proposals, as this is their primary duty. Include any special duties that you expect the successful candidate to perform.

- Study and understand the history, structure, objectives, programs and financial needs of International Headquarters.
- Research grant opportunities from government and non-government agencies.
- Draft grant proposals and supporting documents based on the funding requirements of International Headquarters.
- Submit proposals to the Executive Director and Executive Committee for approval.
- Respond to internal and external queries on drafted and submitted proposals.
- Maintain positive relationships with fund providers and other stakeholders.
- Maintain records and submit reports related to grant opportunities.

## PREVIOUS EXPERIENCE

- Researched, identified, and matched grant opportunities to meet specific organizational objectives.
- Interpreted and followed grant application guidelines and requirements *meticulously*.
- Collaborated with various departments to gather necessary information for grant proposals.
- Drafted compelling and persuasive grant proposals, detailing the needs, objectives, budget, and anticipated outcomes.
- Submitted timely and complete grant applications, ensuring adherence to specified guidelines.
- Maintained an organized database of all grant submissions, including dates, outcomes, and feedback.
- Managed the reporting process for all awarded grants, ensuring compliance with grant terms and conditions.
- Built and nurtured relationships with foundation and corporate donors
- Kept current with organizational goals and objectives to effectively align grant-seeking efforts.
- Conducted post-submission follow-ups with grantors as necessary.

## KNOWLEDGE & SKILLS

- Strong written communication skills: demonstrated ability to write clear, structured, articulate, and persuasive proposals.
- Excellent communication
- Persuasive and engaging interpersonal skills.
- Diligence, strong editing, and organization skills.
- Ability to meet deadlines.
- Motivated initiative-taker with the ability to work independently with purpose and accuracy in a fast-paced environment.
- High proficiency with Microsoft Suite (Outlook, Word, Excel, PowerPoint)
- Experience with reporting databases preferred.
- Detail-oriented nature
- Strong organizational and time management capabilities
- Ability to work independently and collaboratively.

## KEY BEHAVIORAL TRAITS

The consistent display of these behaviors is essential to continued employment:

- *Professionalism*: Treats others with respect. Accepts feedback without defensiveness. Understanding the needs of the organization might outweigh personal feelings and still provides diligent and careful work product.
- *Good Judgment*: Considers impact of personal and professional choices. Consistently makes decisions in keeping with organizational values, supervisor's direction, and sound reasoning.
- *Problem Solving*: Able to handle common problems without supervisor intervention while knowing when supervisor participation is warranted. Able to foresee when actions might have consequences to others and communicate appropriately before implementing changes.
- *Organizational Culture*: A commitment to International Headquarters' mission. Familiarity or experience with issues that impact the lives of people supported by International Headquarters. Sensitive to issues of confidentiality and diversity.

## EDUCATION

- Bachelor's degree
  - Often in English, Communication, Business Administration, or a related field
- Three (3) years grant writing and reporting experience in a government/non-profit setting.
- Grant writing courses or workshop certifications, which can be offered by universities or professional organizations is a plus.

## POSITION EXPECTATION

The Grant Writer is a full-time salaried position which operates out of the International Headquarters of Kappa Alpha Psi Fraternity, Inc. located in Philadelphia, PA.

## SUBMISSION INSTRUCTIONS

- Please submit all requested documents at [IHQjobs@KappaAlphaPsi1911.com](mailto:IHQjobs@KappaAlphaPsi1911.com)
  - Cover Letter should be addressed to John F. Burrell, Executive Director
  - 2x2 professional passport size color photo
  - Professional Resume (please include fraternity membership number in your header)
- Three signed letters:
- Three letters of professional recommendations

### **All letters of recommendation should be address to:**

John F. Burrell, Executive Director  
Kappa Alpha Psi Fraternity, Inc.  
International Headquarters  
2320-24 North Broad Street  
Philadelphia, PA 19132

*-About Kappa Alpha Psi Fraternity, Inc.-*

*Kappa Alpha Psi Fraternity, Incorporated is a collegiate Greek-letter fraternity with an African American membership. Since the fraternity's founding on January 5, 1911, at Indiana University Bloomington, the fraternity has never limited membership based on color, creed or national origin. Kappa Alpha Psi sponsors programs providing community service, social welfare and academic scholarship through the Kappa Alpha Psi Foundation and is a supporter of the St. Jude Children's Hospital, United Negro College Fund and Habitat for Humanity. For more information on Kappa Alpha Psi Fraternity and its programs, log onto [www.kappaalphapsi1911.com](http://www.kappaalphapsi1911.com).*