



Beacon of Hope
Crisis Center

Grant Writing Assistants

A Grant Writing Assistant is highly important in a nonprofit organization, because this role insures that the organization has the needed funds and resources to serve its clients. The assistant helps with keeping and generating funds for needed positions at the center, as well as creating funds to provide resources to our clients: victims who are in the process of getting out of their precarious situation.

Primary Responsibilities:

- Identifying, researching, and pursuing foundation and governmental grant funding opportunities
- Engaging with foundations to solicit proposal invitations
- Assisting in all aspects of the grant writing, preparation, and submission process
- Gathering and generating supporting documents (letters of inquiry [LOI], budget, proposals, etc.)
- Gathering, analyzing, and integrating data for reports creation
- Meeting with the Director of Victim Advocacy Data and/or the CEO to discuss the organization's needs which could be met with grants
- Surveying the team about the organization's needs which could be met with grants
- Obtaining final approval from CEO prior to sending out any LOI's, proposals, requests for funds for the agency

Skills:

- Strong organization skills
- Analytical skills
- Excellent writing skills
- Ability to be articulate and persuasive
- Sales skills
- Ability to understand governmental and foundation policies, procedures, and guidelines as far as grant requests go
- Ability to work effectively in a highly deadline-driven environment
- Knowledge of Sales Force software
- Positive attitude with callers, clients, staff and volunteers

SERVING DOMESTIC VIOLENCE VICTIMS SINCE 2009

317.731.6131 *office* | 317.731.6140 *crisis line* | 317.731.6132 *fax* | P.O. Box 34318 Indianapolis, IN 46234

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- Ability to work both independently and as a team
- Excellent communication skills (verbal and written)
- Awareness and adherence to confidentiality and boundaries
- Punctuality and dependability
- Proactivity

Required Qualifications:

- Working knowledge of Microsoft suite including Word, Power Point and Excel
- Excellent typing skills
- Commitment to non-violent and cooperative work environment
- Commitment to providing quality and equitable services to all clients regardless of race, ethnicity, sex, gender identity, religion, age or sexual orientation
- Ability to pass a criminal background check
- Ability to do online research

Preferred Qualifications (not required)

- Fluency in Spanish
- Bachelor's degree in English, journalism, communication, marketing field or a related field
OR previous experience

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