

Grant Funding Team - Job Description

Position Title: *Grant Funding Specialist*

Department: *Fundraising Committee, ResQ Global Foundation*

Reports To: *Fundraising Committee Director(s) & Associate Director(s)*

Role Summary

The Grant Funding Specialist will play a crucial role in securing financial support for ResQ Global Foundation through grant funding. This position involves identifying and pursuing grant opportunities, writing compelling proposals, and managing ongoing relationships with funders to ensure compliance with grant terms. The specialist will collaborate with program teams to develop well-aligned proposals that support the organization's mission.

Key Responsibilities:

- Research and identify grant funding opportunities that align with the foundation's goals.
- Draft, submit, and manage grant proposals to government agencies, private foundations, and other institutions.
- Build and maintain relationships with grant funders, ensuring ongoing communication and compliance.
- Prepare grant reports and monitor progress to ensure alignment with funder expectations.
- Collaborate with various teams to develop proposals that align with the foundation's strategic priorities.
- Maintain an up-to-date database of grant opportunities, deadlines, and submission requirements.

Requirements:

- Majors in Business Writing, Public Relations, Communications, Economics, or a related field.
- Experience in grant writing, fundraising, or nonprofit work is preferred.
- Strong writing skills, attention to detail, and proficiency with grant management software.
- Knowledge of the nonprofit sector and grant funding landscape.
- Maximum-level proficiency in English.