



## **Grant Writer Job Description**

**Job Title:** Grant Writer  
**Reports To:** Director of Development  
**Employment Type:** Contracted or Part-Time

### **SUMMARY**

The Christ in the City Grant Writer will lead all grant writing initiatives, including researching grant opportunities and writing compelling proposals. Position is contract or part time.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Develop a deep understanding of Christ in the City's mission, ministries, and activities.
- Collaborating with the Director of Development and Executive Director, including setting a financial goal for grants
- Developing a strategy for reaching a financial goal
- Researching grant opportunities
- Writing, submitting, and managing all grant proposals
  - Grant Writer will get approval from the Director of Development before submitting any grant proposal for review.