



The Domestic Violence Center of Howard County is a non-profit agency offering innovative and comprehensive services to victims of domestic violence, child abuse, and sexual assault. The agency invites applications for the position of **Grant Writer/Manger**. This is a full time position, 40 hours per week. The DVC offers competitive pay, a supportive work environment, paid vacation and sick leave, health and dental insurance, and a 403(b) plan.

Primary Responsibilities:

- Research potential grant opportunities;
- Compile, write, and edit all grant applications while exhibiting strong expository writing skills and a high-level command of grammar and spelling;
- Develop individual grant proposals in accordance with each grant-making organization's preferences and follow guidelines set forth by grant-making organization;
- Provide leadership and support to other agency staff in their relationships with corporate and foundation funders;
- Work closely with other agency staff and leadership to assess funding needs and review potential grant opportunities;
- Develop and manage systems to project grant income and track ongoing progress toward fundraising goal;
- Review budget of projects or programs for which funding is sought and make recommendations for better presentation to grant-making organizations;
- Keep in contact with grant-making organizations during their review of submitted grant application(s) in order to supply additional supportive material;
- When appropriate, provide assistance in supporting and implementing the agency's strategic plan;
- Gather and organize statistics for each grant and provide needed information according to each grant and funder's requirements.

Qualifications: Bachelor's Degree required. The selected individual will be a strategic thinker with strong organizational, project management, written, and verbal communication skills. Must have a sincere commitment to work collaboratively with all constituent groups including agency staff and board of directors, community leaders, volunteers, funders, program participants, and other supporters. The successful candidate will also enjoy a team-oriented work environment. Knowledge of the domestic violence funding community is preferred.

Apply: Applicants must submit a complete resume and letter of interest by **September 10, 2010** to:

Krista McKee
President/CEO
Domestic Violence Center of Howard County
5457 Twin Knolls Road, Suite 310 Columbia, MD 21045
Fax: (410) 997-1397
E-mail: kmckee@dvcenter.org
NO phone calls.