**Grant Writer (I – Senior)**

Development Team

Position Description

Supervised by: Donor Relations Manager

Supervises: N/A

Status: Full Time / Exempt

Location: InterVarsity’s National Service Center – Madison, WI (preferred, not required)

**To advance the purpose of InterVarsity, this position will** work in collaboration with Donor Relations Manager and Directors of Philanthropy Team to generate high-quality grant proposals to major donors and foundations. The role will also be responsible for writing reports based upon the proposals. All work will champion InterVarsity’s highest ministry priorities.

**MAJOR RESPONSIBILITIES**

**Personal:**

* Be a maturing disciple of Jesus Christ: growing in love for God, God's Word, God's people of every ethnicity and culture, and God's purposes in the world
* Be committed to and live consistently within InterVarsity’s Frame of Reference (see below)
* Be able to articulate a holistic sense of God’s purposes for the world

**Generate proposals and reports to major donors and foundations:**

* Gather information from project directors, including Regional and Area Ministry Directors, Vice Presidents, Executive Vice Presidents, and leaders of specific ministries/programs
* Write drafts of proposals and reports and submit them for review by Donor Relations Manager and staff involved
* Revise written materials and incorporate changes made by reviewers into finished communications
* Send the proposals and reports, along with required attachments, to the foundation or major donor

**Maintain accurate record of all projects:**

* Track report and proposal due dates using project management software (e.g., Wrike)
* Inform all persons involved of upcoming deadlines
* Keep the project database (e.g., Wrike) up to date
* Work with Donor Relations Manager to prioritize jobs as deadlines approach
* File and copy proposals, reports, and communication into Salesforce database, keeping it up to date.

**Assist Directors of Philanthropy:**

* Write miscellaneous correspondence to donors and foundations
* Write thank you letters for gifts received as assigned
* Research potential donors, e.g., foundations and major donors, in partnership with Prospect Research Team

**Contribute to the effectiveness of the Development Team and NSC Community at meetings and gatherings:**

* Keep up to date on InterVarsity’s ministry, strategic plans, and campus stories
* Prepare quarterly reports on initiatives of the current Strategic Plan, or other programs as needed
* Provide back-up for the Development Writer
* Write other types of donor communication as requested
* Participate in Campaign Team meetings as requested
* Provide counsel to field staff who desire to work with Development or on their own foundation/major donor work
* Participate in InterVarsity field activities as assigned
* Attend and work InterVarsity events as assigned (Urbana, National Staff Conference, Guest Programs, etc.)
* Other responsibilities as assigned

**Ministry Partnership Development:**

* With support and training, develop a personal support team for prayer and financial support through visits, phone calls, and regular prayer letters
* Raise a minimum of 10% financial support annually

**QUALIFICATIONS**

* Annually affirm InterVarsity’s Statement of Faith
* Bachelor’s degree or equivalent experience
* Effective oral and written communication skills
* Ability to handle confidential donor information
* A working knowledge of current Microsoft Software applications (Outlook, Word, Excel, Teams, and PowerPoint) is required
* Demonstrated ability and commitment to work in a diverse team environment
* Raise 10% of the total budget for the position in personal financial support
* Prior grant writing experience preferred
* Previous experience with InterVarsity as campus staff or involved student preferred
* Ability to maintain accurate records and files
* Ability to work under pressure of deadlines
* Familiarity with Wrike and Salesforce, or other project management and databases, is preferred
* Ability to travel occasionally

GRANT WRITER JOB PROGRESSION:

**Grant Writer I: Level 5**

This is an entry-level/developing Grant Writer. This person has entry level experience and skills related to the position and may still be learning and understanding the commitments and responsibilities of the role. They will work in partnership on all proposals and reports. 0 - 3 years of experience or other equivalent work experience is preferred.

**Grant Writer II: Level 6**

This is a developed Grant Writer. This person is knowledgeable, experienced, and fully understands the commitments and responsibilities of the position. They will demonstrate their skill and experience actively throughout their role and time. As they mature into the role, they will have expanded independence and influence over the proposal and report writing process. 1-3 years of service and/or experience is preferred.

**Grant Writer III: Level 7**

This is an experienced Grant Writer. The person has extensive knowledge and experience of the position responsibilities and commitments. They have both internal and external expertise and industry knowledge. They are actively leading and setting direction for their work projects. They will often have wider influence within the Development team. Often this will involve additional education, certificates, or graduate degrees in applicable areas. 3-5 years of experience.

**Senior Grant Writer: Level 8**

This senior level position shows maturity in all areas of ministry and Grant Writing abilities. They are experienced in all areas of grant writing and training other team members; they have ongoing responsibilities for the Grant Writing team and actively influence the rest of the Development team, specifically leaders. They will have additional education, certificates, or graduate degrees. 5-10 years of experience.

**InterVarsity Christian Fellowship/USA**

**Frame of Reference**

All staff members subscribe annually to the Purpose Statement of InterVarsity:

In response to God’s love, grace and truth:

The purpose of InterVarsity Christian Fellowship/USA is

to establish and advance at colleges and universities

witnessing communities of students and faculty

who follow Jesus as Savior and Lord:

growing in love for God,

God’s Word,

God’s people of every ethnicity and culture

and God’s purposes in the world.

This purpose is admittedly more limited than the Great Commission. As a mission extension of the local church, we have adopted boundaries on our activities based on our call to serve a defined group of God’s people. Within the context of InterVarsity’s purpose, all of the relationships and tasks that staff members engage in as part of their work for InterVarsity have both eternal and temporal components.

**Values:**

InterVarsity is committed to developing men and women from diverse cultures, backgrounds, and generations, whom God calls to work with us for both shorter and longer periods of service, as we pursue the call of God in the university world.

**Maturing Disciple of Jesus Christ:**

Every InterVarsity staff member is to be a maturing disciple of the Lord Jesus Christ, growing in obedience to the Scriptures. The marks of a long-term love relationship with Christ in the fullness of His Spirit are described in Galatians 5:22: “The fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self control.” In the workplace, this fruit is revealed in healthy working relationships which encourage all staff to accomplish their work and enhance their focus on the spiritual aspects of their work.

**Team Work:**

Each individual staff person is a vital member of Christ’s body. This means that we will work with one another in ways that honor and encourage all to grow in Christ while accomplishing His work. Our community requires that each individual serve as a team member in a collegial and open environment based on values, relationships, and vision as well as structure and position.

InterVarsity staff, both employees and volunteers, commit to serve God and all InterVarsity colleagues, students, and partners, with sensitivity to both the eternal and temporal dimensions of our work. “Whatever your task, work heartily, as serving the Lord.” (Colossians 3:23a)