



**More Light Presbyterians
Job Description: Grant Writer
Contract Position
Reports to Executive Director**

More Light Presbyterians is a 501-(c)3 non-profit religious organization affiliated with the Presbyterian Church (USA). Founded in 1974, MLP is committed to the achievement of spiritual, ordination and marriage equality for lesbian, gay, bisexual and transgender persons in the Presbyterian Church (USA) and equal rights in civil society.

Mission

Following the risen Christ, and seeking to make the Church a true community of hospitality, the mission of More Light Presbyterians is to work for the full participation of lesbian, gay, bisexual and transgender people of faith in the life, ministry and witness of the Presbyterian Church (USA). www.mlp.org

Job Overview

Writes grants to secure new funds and completes grant continuations packets for existing grant-funded projects. Researches grant programs. The ideal candidate writes persuasive, clear, concise proposals; works collaboratively; has experience soliciting local and national foundations and corporations; meets deadlines and juggles multiple priorities; and maintains a disciplined and professional work style.

Job Functions

- Research grant programs and plans
- Write funding applications
- Edit draft applications for accuracy, completeness and clarity and submittal of all applications in accordance with grant/loan requirements
- Provide timely advice and information on funding opportunities, requirements and procedures
- Prepare grant applications for submittal and, as requested by the Executive Director, prepare quarterly or annual reports as required by granting agencies.

Minimum Qualifications

- Must have a bachelor's degree and three years experience in grant writing
- Proven track record in successful grant research and writing

Knowledge, Abilities and Skills

Knowledge of

- Grant application process and writing of applications.
- Various grant programs.
- Lesbian, Gay, Bisexual and Transgender (LGBT) issues
- Faith-based organizations and issues

Ability to

- Gather, analyze, and evaluate a variety of data.
- Work under pressure to meet deadlines for grant opportunities.
- Take initiative and utilize innovative techniques and ingenuity in preparing grant/loan applications.
- Research grant opportunities available.
- Participate as a team player to coordinate grant projects
- Effectively interact and collaborate with the Executive Director and Development Committee members
- Plan, prioritize and coordinate multiple projects.
- Provide necessary documentation to support grant reports.

Skills

- Excellent Organizational skills.
- Exceptional written and oral communication skills
- Superb interpersonal skills

Terms of Employment

Part-time, contract position

40 hours/month - \$50/hour

Application Deadline – August 14, 2009

Submit

- resume
- a writing sample
- a list of grant applications you have written

Submit to

Vikki Dearing, Co-moderator
More Light Presbyterians Board of Directors
Dearbunt@aol.com