



JOB POSTING: Womenspace Grant Writer

Essential duties:

- Research and request funding from local, state and national government agencies
- Research and request grant opportunities from private and public foundations.
- Monitor grant solicitations
- Research grant-making organizations
- Consult with the Executive Director and other key staff members regarding potential grant projects, in an effort to gain a complete understanding of the program for which funds are being requested
- Write grant applications that display meticulous grammar and spelling, and comply fully with requirements of funding organization
- Monitor grant applications throughout funding process
- Track grant reporting activities
- Exceptional written and oral communication skills.
- Familiarity with federal grant procedures
- Manage confidential information.

Knowledge, Skills and Abilities:

- Knowledge of dynamics and impact of domestic violence
- Ability to comprehend statistics and generate reports
- Positive interpersonal skills; calm approach to crisis
- Ability to multi-task and prioritize work appropriately
- Familiarity with community partners and the importance of community collaboration
- Ability to work collaboratively with diverse groups, and develop and maintain relationships with individuals and agencies.
- Valid driving license, pass background check

Position Information:

Hours: Minimum of 30 hours per week, we encourage both part and full-time applicants to apply

Benefits: vacation, sick leave, paid holidays, health insurance and health trust

Supervisors: Executive Director

Closing date: Open until filled

Salary: Salary commensurate with experience/skills

To Apply: visit our website: Womenspaceinc.org to download the application. Please submit a cover letter, resume and completed application to:

Womenspace P.O Box 50127 Eugene, OR 97405 or hand deliver to our administrative office on 16th and Pearl