



## Position Description: **Grant Writer**

Morris Animal Foundation is the largest nonprofit dedicated to improving animal health. With more than 70 years of experience, we have grown to support dogs, cats, horses, llamas and wildlife, funding more studies, in more species, in more places than any other organization. In addition to funding studies, we have begun conducting our own, with the Golden Retriever Lifetime Study now in its fifth year. From pets to wildlife, the work we do advances diagnostic tools, treatments and cures for the world's most critical animal health challenges. To date, our work has supported more than 20,000 species!

The Grant Writer is responsible for identifying potential grant support, writing and generating all aspects of grant proposals and interfacing with corporate and foundation partners to secure funding and support for the foundation.

### **Position Essential Functions:**

- Ability to perform research, grant writing, and reporting to corporate and foundation partners
- Identify potential grant support to meet the financial and operational needs of the organization
- Maintain accurate records in Raiser's Edge database
- Write effective proposals and asks, generate proposals and supporting documents in response to grant requests
- Manage grant calendar for timely submission of well-researched and well-written grant proposals
- Ensure all grants and reports are completed in a timely fashion
- Write clearly and informatively, vary writing style to meet needs
- Serve as a liaison to corporate and foundation partners, as needed
- Keep relevant staff informed about upcoming deadlines and deliverables, thereby ensuring smooth completion of work responsibilities
- Prepare financial or budget information
- Provide detailed reports and follow through to funders
- Capacity to meet deadlines
- Maintain an ethical, positive and constructive attitude while solving problems
- Protect the mission, goals, and values of Morris Animal Foundation



## **Position Essential Requirements:**

- Bachelor's degree
- Ability to use a methodical and analytical approach
- Provide clear communication to all potential partners
- A proven ability to handle multiple priorities and deadlines
- Results-oriented
- Excellent organizational, interpersonal, and verbal and written communication skills
- Ability to work with all departments in the Foundation to propel the mission forward
- A solid understanding of the organization's overall business and objectives
- A multi-tasker with strong work ethic
- Ability to prioritize work, meet deadlines and produce quality results on time with attention to detail

Please email your resume, cover letter and salary requirements in a word document or pdf, labeled with your complete name to Laurie Peterson at [lpeterson@morriscatfoundation.org](mailto:lpeterson@morriscatfoundation.org). Please list "Grant Writer" in the subject line of your email.

Incomplete and/or inaccurate applications will not be considered.