



Position Title: Grant Writer (Part-Time)

Department: Development

Reports to: Director of Strategic Partnerships

Position Summary

Morris Animal Foundation, a Denver based nonprofit, bridges science and resources, funding research to advance the health of animals worldwide. Grants are a key piece of our annual fundraising goals. As a Morris Animal Foundation Grant Writer, you will solicit and steward grant support from a variety of grant makers, including private and corporate foundations. You will research, develop, and write compelling, accurate and timely grant proposals and reports for various programs within Morris Animal Foundation. You will collaborate with and provide excellent customer service to internal departments.

About Morris Animal Foundation

Established in 1948, Morris Animal Foundation is dedicated to improving and protecting the health of animals through scientific innovation, education and inspiration. Our investment in research has yielded life-saving vaccines, new treatments for critical diseases, superior screening tests, and advanced diagnostic tools. We respond to emerging animal health threats that endanger entire species and make new discoveries in basic animal biology to support applied research. With every study we fund - more than 2,600 to date - we strive to advance the science of veterinary medicine, honoring the founding principles of Dr. Mark L. Morris Sr. to benefit animals worldwide.

Position Description

- Write high-quality grant proposal narratives, applications, and supporting documents
- Synthesize information into compelling narratives, tailored to varying audiences
- Manage the grant proposal submission process to ensure timely submission of all required materials
- Conduct timely follow-up on the progress of submitted proposals
- Steward grants through the full funding cycle, from prospect research to application, award, reporting, and close out
- Collaborate with necessary staff to ensure proposals and reports accurately reflect the accomplishments, challenges, and needs of Morris Animal Foundation's programs
- Work with department managers to compile financials and data
- Work closely with the Development team to contribute to fundraising strategies and ensure annual goals are met
- Work with local foundations and develop relationships with other fundraisers and grant makers in the Denver metro area
- Conduct prospect research to identify, cultivate, and solicit new funding sources



- Develop an annual grants strategy with an active and on-going grant proposal calendar
- Adhere to the Foundation's safety policies and procedures and encourage others to do the same
- Promptly reports incidents and accidents according to the Foundation's procedures
- Participate in building a culture of accountability, performance, innovation and trust
- Promote and adhere to Foundation Core Values: Excellence, Respect, Compassion, Collaboration, Innovation, and Determination

Position Requirements

- Bachelor's Degree
- Strong written skills demonstrated through writing samples
- Strong skills in project management and the ability to independently manage priorities and deadlines
- Detail-oriented, organized, deadline-driven
- Ability to effectively communicate
- Motivated self-starter with the ability to work independently and as a valued member of a team with purpose and accuracy in a fast-paced environment
- High proficiency in all areas of Microsoft Office to include Outlook, Word, Excel and PowerPoint

Preferred Requirements

- Basic background knowledge in animal health
- Experience with Raiser's Edge
- Knowledge of fundraising and development principles, methods and procedures
- Ability to readily relate and communicate with donors
- Ability to practice flexibility in participating in organizational growth and change
- Nonprofit grant writing experience

Position Specifications: Part-time, exempt, non-supervisory position

Please email your resume, cover letter and salary requirements in a word document or pdf, labeled with your complete name to Lisa Whipple at lwhipple@morrisanimalfoundation.org. Please list "Grant Writer" in the subject line of your email. **Incomplete and/or inaccurate applications will not be considered.**