



**Dayton's Bluff Seniors Living at Home
Block Nurse Program
463 Maria Avenue
Saint Paul, MN 55106**

**Phone: 651-776-7210 ext. 303
www.daytonsbluffseniors.org**

Position Description ~ Grant Writer

Responsible for writing proposals for both unrestricted operating revenue and restricted projects and for submitting timely and accurate reports for all existing grant funded projects.

Responsibilities:

- Attend finance committee meetings to explore and discuss available funding sources and strategies
- Research and prepare funding requests to foundations, corporations, civic groups and other
- Maintain current records in database and/or paper files, including grant tracking and reporting
- Report regularly to the Executive Director on grant tracking and reporting
- Track statistics relevant to proposal development
- Create and maintain supplies of relevant materials for proposal submissions (audit, 501(c)(3), board list, etc.)

Knowledge and Skills:

- Strong written communication skills; ability to write clear, structured, articulate, and persuasive proposals.
- Strong editing skills
- Attention to detail
- Ability to meet deadlines
- Previous experience in non-profit fundraising and grant writing preferred

Training Available:

- Agency orientation to gain institutional history and understanding of programs
- Will send to basic grant writing class if needed
- Inclusion in staff meetings to maintain and update program knowledge

Please contact Rhonda Battisto, Executive Director by email: executivedirector@daytonsbluffseniors.org or telephone: 651-776-7210 ext. 303.