



## **Grant Specialist, Development Department**

Reports to: Development Director

### ***Project Renewal's mission***

To empower homeless men and women suffering from addiction and/or mental illness to move from the streets or shelters to permanent homes with renewed health and stable income.

### ***Job Description***

The Development Grant Specialist will support new and existing Project Renewal programs ending homelessness by researching and preparing grant requests to foundation, corporate and government funders. The Grant Specialist will:

-Take the lead in grant applications, proposals, and reports by organizing, executing, and managing the process including:

- Creating the timeline for submission by deadline with input from relevant staff,
- Researching relevant topics and assembling data,
- Reviewing past narratives for relevance, writing and editing narrative sections,
- Preparing budgets, gathering letters of support and other attachments, and
- Formatting and transmitting final application.

-Collaborate with Development and Program staff to gather information and develop fundable proposals and budgets.

-Interface with staff at all levels, including senior staff, to ensure materials are complete and deadlines are met.

-Achieve a high level of familiarity with Project Renewal programs and issues surrounding homelessness solutions.

-Take on miscellaneous writing assignments, as well as editing, research, and clerical assignments as needed.

### ***Requirements:***

- Effective time manager with ability to handle multiple projects and meet deadlines.
- Ability to work independently (self-directed) and as part of a team.
- Excellent persuasive writing skills, analytical and research ability.
- Strong organizational skills and ability to read and follow complex instructions.
- Bachelors degree required;
- Demonstrated writing skills (must provide a writing sample).
- Proficiency in MS Office (Word, Excel) and Internet-based research.

Send your resume & cover letter with position and salary requirements to:

Human Resources Department  
Project Renewal, 9th Floor  
200 Varick Street, NY, NY 10014  
FAX: 212/243-4755  
[careers@projectrenewal.org](mailto:careers@projectrenewal.org)