

214 Ninth Street
Honesdale, PA 18431
570.251.9993



Position: Community Grant Writer, Wayne County Community Foundation, 214 Ninth St. Honesdale, PA 18431. Non-exempt 35 hours a week at a starting salary of \$60,000 with some benefits offered by the organization and generous PTO.

General Responsibilities:

The Community Grant Writer is a brand new position that will be managed by the Wayne County Community Foundation President/CEO. The position is supported for the next three years by a grant from The Harry and Jeanette Weinberg Foundation to support grant writing for community organizations in Wayne and Pike Counties. The position will be responsible for working closely with the President/CEO at the Wayne County Community Foundation and executive leadership at the Greater Pike Community Foundation to write grants, largely state and federal grants, collaboratively with nonprofits in both counties and/or for the Foundations in the case where the Foundation acts as a fiscal sponsor for a grant in the community. The position will also be responsible for supporting the nonprofits with grant reports. The Community Grant Writer will split their time at the Wayne County Community Foundation office and at the Greater Pike Community Foundation office. Remote work for a portion of the time may be a possibility as well.

Professional Qualifications:

1. Bachelor's degree or equivalent experience
2. High integrity; leadership qualities, growth mindset
3. Strong written and oral communication skills
4. Strong organizational ability including planning, delegating, program development and facilitation
5. Eagerness to learn and participate in professional development opportunities
6. Knowledge of social services and nonprofit landscape of Wayne and Pike Counties
7. Strong public speaking ability
8. Digitally literate in Microsoft Office, Google Suite and experience with online grant portals
9. Grant writing experience

Job Responsibilities:

1. Work with nonprofits to write collaborative community grants in Wayne and Pike Counties.
2. Develop relationships with State and Federal agencies and actively seek out grant opportunities
3. Establish and maintain relationships with various organizations within the county who play a role in enhancing the success of the Foundations in Wayne and Pike Counties
4. Participation in Wayne Tomorrow! Initiative
5. Meet regularly with nonprofits to work collaboratively on grant applications
6. Accurately track grant applications and document successful applications
7. Periodic grant reporting and supporting nonprofit organizations with grant reporting including closeouts
8. Clearly communicate successes and challenges with both Community Foundations staff and boards as well as provide reports to funders on progress
9. Other duties as assigned by the President/CEO.

To apply, please submit a resume and cover letter to info@waynefoundation.org no later than December 1, 2022. No phone calls, please.