

WE'RE HIRING!

POSITION: GRANT WRITER

The Vail Valley Foundation (VVF) is seeking an experienced grant-writing professional to assist in meeting the strategic goals of YouthPower365 (YP365) and the greater Vail Valley Foundation. The right individual will have unbridled enthusiasm and passion for the mission and vision of YouthPower365 and the Vail Valley Foundation. Strong leadership, initiative, and interpersonal skills are a must, along with excellent oral and written communication skills. Candidates must have a proven track record of successful grant writing and building partnerships with funders as well as attention to detail and the ability to manage multiple different grant-related projects simultaneously.

WHAT IS VVF?

*Founded in 1981, the **Vail Valley Foundation (VVF)** was created to enhance the quality of life in the Vail Valley through athletic, cultural, and education programs and events. Today, the VVF operates with an average annual budget of approximately \$24 million and a full-time staff of 64 employees. Thanks to the generous support from individuals and corporations, the Foundation is responsible for providing this very special Colorado community with some of its most treasured annual events and programs.*



GOALS:

The Grant Writer works in collaboration with staff at all levels of YP365, the VVF and partner organizations to craft carefully considered, well researched, detailed and persuasive grant proposals. Projects requiring grant proposals include YP365, the Vail International Dance Festival, and the Vilar Performing Arts Center. The Grant Writer will have primary responsibility for writing highly accurate, detailed grant reports that state activities accomplished during the funding period and lay groundwork for future efforts. The Grant Writer is also responsible for conducting research to gain a deep understanding of current and potential grant options and using this knowledge to build strategy around crafting proposal requests and reports. The grant writer works to build effective, deep relationships with foundations and grant-makers to ensure long-term partnership and funding opportunities.



RESPONSIBILITIES:

- Through close contact with program staff, acquire and maintain sound knowledge and understanding of the organization and funding needs.
- Research grant-making organizations and analyze them to identify new likely funding sources for specific projects and programs.
- Conduct the full range of activities required to compile, develop the budget, write, and edit grant applications exhibiting strong expository writing skills and a high-level command of grammar and spelling.
- Keep in contact with grant-making organizations during their review of a submitted grant application and monitor status of pending grant requests.
- Secure a minimum of \$1,000,000 in grants annually.
- Comply with all reporting requirements throughout the funding period by providing regular written updates/reports to current and past foundation, corporate and government funders.
- Work with program directors and administrative team to gather information necessary to report to funders on current and/or completed grant programs. Work with program staff and contracted evaluators to be accountable to funders of agreed upon evaluation and outcome measurement.
- Serve as the lead staff member for managing grants administrative functions such as updating the grant calendar, tracking report deadlines, preparing grant award summaries, coordinating site visits and maintaining current records in a database and paper files.
- Build positive relationships with key foundations and grant-makers by one-on-one conversations, attending conferences & community meetings and staying up-to-date on relevant issues.

REQUIREMENTS:

- Bachelors' degree required.
- Three to five years of related experience in a nonprofit or government context.
- Excellent strategic thinking, writing and editing skills.
- Must be able to set priorities and move multiple projects in a deadline-driven environment.
- Highly organized with strong attention to detail.
- Must have high level problem-solving skills.
- Ability to work collaboratively as part of a diverse team and to incorporate or share feedback on written materials with facility and grace.
- Grant Professional Certification "GPC" preferred but not required.
- Track record of successfully applying for and receiving grants preferred.
- Knowledge of current education reform, and some experience with the performing arts preferred.

BENEFITS AND COMPENSATION:

This is a salaried, full time year-round position eligible for all VVF employment benefits.

TO BECOME A CANDIDATE:

Please send a cover letter, resume and references to jobs@vfv.org

This job description is not an exhaustive list of duties; additional duties may be assigned.

