



Position: Grant Writer (part-time)

Vision: A community that works collaboratively to ensure that all children and families have access to early education, behavioral and mental health services to improve their well-being.

Mission: Old Mill Center for Children and Families is a community-based, family-oriented center empowering children and families of diverse backgrounds to optimize their potential through specially designed education and therapy programs.

Position Summary: The grant writer prepares letter of interest and grant proposals to support the funding of the programs at Old Mill Center. The primary responsibilities include the preparation of proposals and grant applications, performance of research to identify funding opportunities that match the program needs to prepare professional proposals. The grant writer has excellent writing and computer skills and is well organized to meet the requirements of proposals.

Qualifications:

- Bachelor's degree or experience and proven track record in grant writing and program development
- Excellent written and verbal communication skills
- Proficient in research, interpreting and analyzing diverse data and information
- Ability to work collaboratively and independently to achieve goals

Responsible to Whom: Reports directly to the Executive Director