



GRANTS SPECIALIST-DEVELOPMENT

About the agency. Women's Center & Shelter of Greater Pittsburgh (WC&S) is a comprehensive domestic violence program annually serving over 7,500 adult and child survivors of domestic violence & facilitating an intervention program to nearly 300 people who use abuse. We are advocates, grounded in fostering a community of safety, healing, and empowerment for anyone affected by domestic violence. Our mission is to strengthen our ability to meet the individual and evolving needs of those affected by domestic violence by investing in the growth of our people, deepening community engagement, and amplifying the voices of all survivors. All staff learn about and support the organization's mission, vision, and values of Safety, Uplifting Others, Compassion, Courage, Equity, Survivor-Centered Advocacy, and Stewardship (SUCCESS). In addition, the principles of Sanctuary (a model for providing trauma-informed care) and continuous improvement infuse all aspects of the organization.

About the role. As a Grants Specialist, you will be an integral part of WC&S' Development Team, executing all aspects of non-governmental (i.e., foundation, corporate) grant applications and reporting processes within the Development Department, including, writing grant proposals for general operating, programmatic, and capital purposes to support overall agency needs, writing and submitting all required reports to foundations, corporate foundations, and organizations, adhering to deadlines, and creating systems to effectively and efficiently track grant deadlines, foundation grant revenue and purposes, and grant submission dates by fiscal year.

This role provides you with the opportunity to showcase your grant-seeking and grant-writing skills, and the ability to contribute to the organization's mission in a variety of ways. The successful candidate will have at least two years of demonstrated success in grant proposal and report writing, with exceptional writing, editing, and proofreading skills, and interpersonal communication. If you are able to remain flexible while adapting to changing demands and priorities, comfortable with autonomy and working with a team, and are passionate about working with populations experiencing intimate partner violence, we are eager to hear from you. WC&S will offer you an environment that provides endless opportunities to advance your knowledge, skills, and abilities.

Here's what you will do:

- Writes and submits grant proposals adhering to deadlines (including the submission of online applications), for general operating, programmatic, and capital purposes to support overall agency needs, continuously updating with fresh and relevant content, completing all proposal forms and compiling all grant information and attachments in desired order and format
- Writes and submits grant reports adhering to deadlines (including the submission of online applications), for general operating, programmatic, and capital purposes on agency outcomes, continuously updating with fresh and relevant content, completing all report forms and compiling all report information and attachments in desired order and format
- Creates and consistently follows systems to effectively and efficiently track grant deadlines, foundation grant revenue and grant purposes, and grant and proposal submission dates by fiscal year
- Creates and consistently follows systems based upon the needs of each department (finance and programmatic teams) to gather necessary information to craft grant proposals, reports, and budgets



- Facilitates monthly grant meetings with WC&S' Chief Development Officer and President/CEO to monitor progress towards fiscal year fundraising goals and discuss strategies for upcoming grant opportunities, preparing agendas and minutes, and tracking progress and follow up from meeting to meeting
- Prepares and sends foundation acknowledgements in a timely manner, updating letters quarterly
- Communicates with foundation staff to determine submission strategy and schedules foundation site visits, as necessary
- In conjunction with WC&S' President/CEO and Chief Development Officer, cultivates meaningful relationships with foundation staff and/or trustees
- Develops and implements strategies to identify, research, and solicit local, state, and national foundations, the United Way and similar organizations, and corporate foundation funding sources to meet WC&S' financial needs
- This position requires being available Monday through Friday business hours, with occasional evenings and weekends as needed
 - Once fully trained, comfortable in role, and demonstrated success, possibility of 50-60% remote work
- Perform other duties as assigned by supervisor

Here's what we are looking for:

- Bachelor's degree in English, writing, communications, marketing, or related area required (commensurate experience will be considered)
- Two (2) or more years of grant proposal and report writing experience with demonstrated success required
- Experience with a Customer Relationship Management (CRM) database a plus; if none, the ability and willingness to learn
- Exceptional writing skills and the ability to adapt writing style to fit the audience
- Excellent proofreading and editorial skills
- Detail-oriented, with excellent organizational and project management skills, including adhering to multiple deadlines at once
- Comfortable with autonomy and working with a team
- Effective verbal, written, and interpersonal communication skills
- A demonstration of the understanding of abusive family dynamics, including intimate partner violence, cycle of abuse, power and control dynamic, cultural diversity issues, and child abuse and neglect
- Ability to establish healthy boundaries, trust, respect, and rapport with others
- Ability to understand and adhere to strict confidentiality and safety procedures
- Strong command of general technology, including, but not limited to, Microsoft Office Suite is required; familiarity and understanding of information technology, including Salesforce, Tableau, and Teams strongly preferred
- Desire to work in an organization committed to diversity, equity, and inclusion as part of its values
- Act 33/34 and FBI Clearances required



Typical Starting Salary: \$44,000/year

About the benefits. WC&S offers a comprehensive and competitive benefits package, including generous paid time off; health, vision, and dental insurance; short-term and long-term disability coverage; group life insurance; retirement plan with employer matching; Flexible Spending Account; Employee Assistance Program; Headspace meditation and mindfulness app subscription; Access Perks membership; paid training and professional development opportunities; and is a Public Service [Student] Loan Forgiveness (PSLF) eligible employer.

WC&S is an equal opportunity employer and is committed to ensuring that both applicants and employees are treated without discrimination or harassment on the basis of race, color, religion, sex (including pregnancy, gender identity or gender expression, and sexual orientation), national origin, ancestry, place of birth, hairstyle, age, disability, using guide or support animals for a disability, genetic information (including family medical history), familial status, citizenship status, military service, or any other characteristic protected by law. We are committed to providing an inclusive and welcoming environment for all.

TO APPLY:

To ensure consideration for an interview, please send a resume and cover letter via email with the subject line **"Grants Specialist-Development"** to careers@wcpittsburgh.org.