



United Way  
of Greater Rochester  
and the Finger Lakes

## UNITED WAY OF GREATER ROCHESTER AND THE FINGER LAKES CAREER OPPORTUNITY

### JOIN THE TEAM!

United Way of Greater Rochester and the Finger Lakes is a dynamic and collaborative work environment comprised of dedicated professionals who are driven to make our community a better place. Join our team and make an impact serving our region with your time and talent.

### MISSION

Our mission is to unite the goodwill and resources of our community so that everyone can thrive. That means that our team is committed to working with local donors, businesses, not-for-profit program partners, municipalities and individuals to make this region stronger and more vibrant together.

### VALUES

Our core values define who we are and how we serve our community. United Way and our team members are caring, collaborative, equity-driven, innovative, respectful, results-oriented and trustworthy.

### JOB TITLE: GRANT WRITER

**FLSA Classification:** Exempt

**Reports to:** Chief Development Officer

### Summary

The Grant Writer is responsible for the identification, solicitation, coordination and writing of grants through government, foundations, corporate, trusts, and other grant sources to generate financial support for United Way's identified priorities. This position works closely with senior leadership, the Community Impact department, and Resource Development team members to increase grant funding of organizational and community initiatives.

### Essential Functions

- Researches grant funding sources and confirms funder interest/priorities, grant requirements and deadlines
- Researches and identifies potential funding sources by reviewing United Way data, following up on leads, keeping up on relevant local and industry media, engaging with United Way leaders, maintaining relationships with foundation contacts, and analyzing funding reference tools such as annual reports, foundation directories, 990s, etc.
- Proactively maintains a library of templated materials for use in proposal development; following proposal-writing standards including readability, consistency, and tone; maintaining proposal support databases
  - Updates materials regularly to maximize efficiencies in the process
- Gathers and organizes proposal information in shared systems; identifies sources of and coordinates collection of information

- Coordinates requirements and timelines with contributors
- Develops proposal and other request concepts in conjunction with Chief Development Officer, Chief Impact Officer, Chief Operating Officer, President & CEO, and other key team members
  - Shadows United Way leadership in external meetings where appropriate, to listen first-hand and better understand community needs, framing language, United Way positions, etc.
- Prepares proposals by determining concept, gathering and formatting information, writing drafts, and obtaining approvals
- Obtains approvals by reviewing proposals with supervisors and engaged executives
- Meets proposal deadlines by establishing priorities and target dates for information gathering, writing, review, approval, and submission
- Coordinates and submits required reporting; works with Finance team members to ensure alignment across departments and all grants management work
- Writes acknowledgment letters
- Improves results by evaluating and re-designing processes, approach, coordination, and templated materials
- Accomplishes organization goals by accepting ownership for accomplishing new and different requests, and exploring opportunities to add value to job accomplishments
- Enters and monitors tracking data in United Way systems; maintains accurate records in United Way systems (Salesforce, Andar, and other systems as requested)
- Consistently demonstrates the values and mission of United Way
- Performs other duties as assigned

### **Skills and Competencies**

- Excellent written communication skills
- Listening skills
- Presentation skills
- Technical documentation
- Research skills
- Project management
- Problem-solving
- Organized and deadline-oriented
- Process improvement
- Strategic planning
- Market knowledge

### **Supervisory Responsibility**

None

### **Travel**

This position may require some local travel.

### **Education and Experience**

Bachelor's Degree in a relevant field. At least 3 years of fundraising writing/grant writing/grant management experience. Or equivalent combination of education and/or experience.

## **United Way of Greater Rochester and the Finger Lakes**

75 College Avenue • Rochester, NY 14607-1009 P. 585 242-6400 W. [UnitedWayROCFLX.org](http://UnitedWayROCFLX.org)

## **How to Apply**

Candidates may apply online at: <https://unitedwayrocflx.org/about-us/join-our-team/>

In support of the ADA, this job description lists only the responsibilities and qualifications deemed essential to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. United Way of Greater Rochester and the Finger Lakes is an Equal Opportunity Employer. This policy prohibits discrimination on the basis of sex, race, color, religion, creed, national origin, age, marital status, sexual orientation, gender expression, disability, genetic predisposition, veteran status or status as a member of any other protected group or activity.