



## POSITION DESCRIPTION

Position Title: Contracts and Grants Specialist

Reporting To: Director of Development

Employee Classification: Non-exempt

Salary: \$47,000 - \$52,000

TO APPLY: Please send resume and cover to Beth Archer at [barcher@thirdstreetalliance.org](mailto:barcher@thirdstreetalliance.org)

The **Contracts and Grants Specialist** is responsible for writing Federal, State, Local, foundation, and corporate grant proposals to generate revenue for agency programs and initiatives. The position requires expertise in grant writing, excellent communication skills, experience in needs assessment, data analysis, and knowledge of the philanthropic landscape of the area.

### Essential Job Functions

- Generate revenue for agency programs and services through the timely submission of well-researched, well-written and well-documented grant proposals and required supporting documentation.
- Research and identify new funding opportunities that match agency priorities from private and public foundation, corporate, and government funding prospects.
- Develop and maintain relationships with funders; create and execute strategies to steward relationships forward.
- Maintain strong communications with program staff and work collaboratively to conceptualize new projects.

- Maintain and complete submission for current grants calendar.
- Synthesize complex information into clear and concise letters of inquiry, grant proposals, funder reports, and briefing papers.
- Write, develop, prepare, and submit reports for government agencies and offices of government officials, maintaining all necessary grant and contract documentation.
- Work with program directors to develop tools and delivery systems for program assessments.
- Other projects as assigned by management.

### **Requirements**

- Two years grant writing and grant administration experience.
- Experience working and writing for a social services agency.
- Strong research skills and ability to identify grant funding opportunities is required.
- Experience cultivating donor relationships and developing/executing stewardship plans.
- Demonstrated ability to meet annual budgetary goals.
- Bachelor's Degree preferred

### **Knowledge and Skills**

- Ability to produce high quality grant applications within tight time constraints.
- Exemplary writing skills.
- Possess superior communication, presentation and interpersonal skills.
- Experience in collaborating with a Fiscal or Financial Department in the preparation of program budgets, budget modifications, and financial reports of government contracts.
- Ability to respond quickly and positively to new fundraising opportunities and to changing priorities.
- Strong project management skills with a demonstrated ability to meet schedules and deadlines.
- Knowledge of Microsoft Office Suite, database applications, and publication design software. High level of competency with technology.
- Ability to maintain effective relationships with internal and external stakeholders, demonstrating sensitivity to agency needs, employee goodwill, and the agency's public image.

### **Who We Are**

Third Street Alliance for Women & Children is a non-profit agency that provides homelessness prevention, shelter, and supportive services to those in need within the Lehigh Valley community. In addition, we also run a high-quality, affordable early childhood education center.

Our mission is to inspire and equip women, children, and families to live, learn, and thrive.

Third Street Alliance is an equal opportunity employer, and it is our policy that employees and applicants will not be subjected to unlawful discrimination or harassment based on race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran's status or any other characteristic protected by law.

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