



## DOMESTIC ABUSE PROJECT OF DELAWARE COUNTY, INC.

14 West Second Street  
Media, PA 19063  
(610) 565-6272

### POSITION DESCRIPTION

**Mission:** The Domestic Abuse Project of Delaware County (DAP) works to prevent domestic violence and empower victims to move towards self-sufficiency.

**Title:** PART TIME GRANT WRITER  
**Work Location:** Media Office  
**FLSA:** Exempt  
**Education:** Bachelor's Degree  
**Supervisor:** Executive Director

#### **Purpose:**

The part-time Grant Writer reports directly to the executive director and supports the mission of DAP by managing the agency's grant portfolio, individual and corporate donors, and researching new funding opportunities.

#### **Essential Duties:**

##### **Grant Research, Grant Writing, Grant Reporting**

- Manage a robust grant portfolio and research and identify new sources of grant support, including foundation, corporate, government agencies and other prospects
- Write and submit grant proposals
- Write and submit follow up grant reports
- Responsible for all grant reporting
- Manage, enter data, and oversee donor tracking systems and software

##### **Planning/Development**

- Prepare a comprehensive Development Plan, in conjunction with the executive director, that includes short and long term goals to meet DAP's funding objectives - establish policies, procedures and systems
- Prepare budgets (income projections and expenses) for development activities in conjunction with the executive director and controller
- Maintain appropriate records of gifts/grants, including mailing lists of donors and potential donors
- Monthly reporting of activities through board reports submitted to the Executive Director

##### **Fundraising, in-kind donations, appeals,**

- Collaborating with board of directors and executive director to create and implement fundraising plan
- Participation in the Board of Director's Development Committee meetings
- In collaboration with the Communications Manager help with signature fundraising and donor stewardship events
- Establish and maintain friendly business communications with individual and business donors or sponsors

**Qualifications and Competencies:**

- Knowledge of domestic violence issues
- Knowledge of development processes
- Grant research, **strong writing skills and successful grant solicitation**
- **Experience writing and reporting government grants**
- Organized with the ability to plan, implement and manage multiple activities
- Working knowledge of donor management systems
- Event planning and budget development and management
- Proficiency with Microsoft office suite, Outlook, Excel, PowerPoint
- Desktop publishing software, Publisher
- Excellent organizational, communication and interpersonal skills
- Ability to communicate clearly and persuasively both orally and in writing
- Flexibility to work nights and weekends as required for events
- Must have valid driver's license, pass background check, ability to climb stairs and lift 50 lbs. complete 45 hour domestic violence training

**Education and Experience Required:**

Bachelor's degree and 5+ years of relevant experience or any combination of education, training or experience which provides the necessary skills, abilities, and knowledge.

Five (5) years successful fundraising in a nonprofit social services agency with ability to write government and state and local foundation grants, experience developing and implementing special events, social media, budget development, donor database.

Please sign below:

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Print Name

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Signature

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Date

This position description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice. The Domestic Abuse Project of Delaware County is an equal opportunity employer. All employment is at will and no employment contract shall be construed from any action, document, or statement of the employer.