

Grant Specialist

In order to service the rapid growth of M:7 Agency's Capital Division, M:7 is adding a new Grant Specialist position who will report directly to M:7's Director of Capital Services. The primary responsibilities of this new position include identifying and securing funding opportunities for M:7's Capital Division clients.

More specifically, applicants can expect essential tasks to include:

1. Researching funding opportunities from government (state/federal), corporate, foundation, and private sources and identifying prospects for Capital Division clients.
2. Maintaining an ongoing schedule of all applicable application windows and relevant deadlines as well as an active database of new and existing funding opportunities, sources, and contacts.
3. Developing effective grant applications and proposals including the drafting of required narratives and the aggregating of required documents and materials.
4. Submitting applications and proposals in a timely manner and in compliance with all relevant requirements and guidelines.
5. Assisting in project management of grant awards through successful completion of closeout with tasks such as document organization, data entry, and reporting.

Education, Skills, & Qualifications:

1. Associate degree in a related field (English, Professional Writing, Communications, Marketing, Political Science or a related discipline preferred) or two years of relevant experience in grant writing, growth marketing, business development, project management, stakeholder engagement, or any combination of these fields.
2. Proven superior technical writing and editing skills with ability to supply writing samples upon request.
3. Excellent communication and organizational skills, effective deadline and project management skills, and ability to work under pressure. Ability to engage with a range of stakeholders, clients, and team members is a plus.
4. Proficiency with all applications and programs across Google Suite and MS Office.
5. Possession of key M:7 [intangibles](#) such as a strong work ethic, positive attitude, honesty, reliability, respect of others, and a willingness to adapt.