



**Rocky Mountain SER is looking for caring, nurturing, responsible, and loving individuals to work with our children!**

*Why choose Rocky Mountain SER?*

- *The opportunity to make a difference!*
- *Industry leading benefit package for employees!*
- *Training and continuous learning and development opportunities for staff!*
  - *Children Learn, Play, and Grow with us!*
- *Potential for tuition and credential financial assistance!*
  - *We provide **Education for the Future!***



We are currently seeking a passionate and energetic **Grant Writer** for our Head Start Early Learning Centers in **Denver, CO**. This position is a **year round** position and are eligible for our generous benefit offerings including medical, dental, vision, matching 401k, and a fantastic paid time off plan!

**Position Summary:**

The Grant Writer is responsible for researching and developing funding sources and writing proposals to a variety of organizations and government entities.

This role prepares contract proposals and may assist with the administration of major contracts. It provides support in the negotiation of contractual provisions with potential partners.

**Duties and Responsibilities:**

- Serves as principal writer for funding proposals for government agencies, corporations, foundations, and other organizations
- Supports the Development Manager in the identification of potential funding and grant sources for current programs and creates funding proposals in response to emerging issues in our industry
- Amends, as necessary, program descriptions and compiles required data
- Researches potential grant sources and writes grant proposal
- Manages development of writing projects from inception to delivery

- Represents the organization before a variety of external audiences, including corporate/individual donors, government agencies, elected and non-elected officials and foundations
- Attends special events to create RMSER awareness in new and existing communities
- Collaborates in the development of donor's newsletter as well as other marketing material
- Assists in the development of a process to review funding requests and coordinates the review process
- Develops procedures to ensure compliance with grant requirements
- Develops response to requests for proposal (RFP's) and letters of intent on grants and funding
- Initiates and maintains communication with relevant agencies
- Provides reference, instruction and information service to staff as requested
- Organizes information tools and resources for optimal accessibility
- Provides consultation services on research strategies, tactics, and tools
- Delivers diverse scientific, medical, technical, and business research/reference services as requested
- Reviews books, journals, technical reports, and electronic media relevant to our organization
- Evaluates and recommends technologies, tools, and databases appropriate for data research purposes
- Collaborates in data analysis and the design of data presentation
- Responsible for the 'Community Assessment' updates
- Other duties as assigned

#### **Education, Credential, and Qualifications Requirements:**

- Bachelor's degree in Business Administration, Marketing, Communications, Nonprofit Administration and/or Journalism preferred
- 3 to 5 years' experience and proven ability in grant research, development, writing or technical writing
- Demonstrated experience developing large (multi-million dollar) federal grants
- Federal grant writing experience
- Community assessment experience
- Equipped with political awareness and savviness
- Database management software (i.e. Raiser's Edge, Financial Edge)
- Ability to use best practices in proposal development
- Understanding of positioning strategies for the company and specific projects
- Ability to learn subject-specific terminology for use in development of written materials
- Knowledge of MS Word, Excel and PowerPoint and Google products
- Strong writing, editing and proofreading skills
- Strong research skills
- Ability to work independently and calmly under deadlines
- Ability to produce high-quality work on deadline
- Expertise in the use of English grammar, punctuation and syntax
- Effective negotiating skills
- Budget development and oversight capabilities
- Ability to maintain a high level of confidentiality

- Ability to work flexible hours, including evenings and weekends and travel as required.
- Demonstrates high levels of resiliency, hardiness, self-awareness and emotional intelligence
- Has the desire and acts upon the aspiration to serve others
- Able and posses the 'know how' of translating RMSER's values into processes and practices
- Driven to continue to improve and iterate systems and processes as opposed to settling for what is already established
- Flexibility and self-management in the face of change and business pressures with the ability to work in a high volume, fast paced environment with changing priorities

### **SCREENING REQUIREMENTS**

- Pre-employment criminal records check is required prior to offer of employment
- Criminal Background and finger print clearance. Staff must obtain a finger print card for submission to Colorado Bureau of Investigation within 5 days of employment. The cost for the submission to CBI is the responsibility of RMSER
  - If you have lived in Colorado fewer than 24 months your fingerprints will be sent to the FBI
  - Staff whose background check is not in compliance with the regulations may be terminated
- RMSER will submit a request for review of the Central Registry of Child Protection within 10 days of employment
- Motor Vehicle Record (MVR) and Valid Driver's License (for utilization of company car; in addition, if MVR is not acceptable according to RMSER insurance policy standards, staff will be required to utilize their personal vehicle for business travel and must also provide proof of personal motor vehicle insurance

### **PHYSICAL DEMANDS**

- The physical demands described here are representative of those that must be met by any staff to successfully perform the essential functions of this job
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions
- While performing the duties of this job, the staff is frequently required to sit; stand; stoop; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; and talk or hear
- This position will be required to drive to various locations therefore they must be physically able to drive for longer periods of time in both the city and mountain and remote regions
- The staff must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 30 pounds
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus

### **WORK ENVIRONMENT**

The noise level in the work environment is usually moderate.

To join our team, please send resume and cover letter to  
[resumes@rmser.org](mailto:resumes@rmser.org)



RMSER is an Equal Opportunity Employer