



POSITION DESCRIPTION: GRANTS SPECIALIST

Reports To: Chief Development Officer

Job Type: Part-time, non-exempt, hourly position. 20 hours per week. Hourly pay range starting at \$28.00 - \$30.00 per hour, commensurate with experience. This is a starting pay range, and an expanded range may be considered for candidates with extensive relevant experience.

Purpose: The Grants Specialist is responsible for coordinating and leading the day-to-day administration of SAC's grants program, including writing, editing, submitting, and reporting on grant proposals. This role ensures timely submissions and accurate tracking of deliverables, focusing primarily on foundation grants, including renewals and proposals that build on existing materials. This position supports the full grants lifecycle, from prospect research through stewardship, and contributes to the overall success of SAC's development strategy.

Key Responsibilities:

Grants Management & Administration

- Manage SAC's comprehensive grants calendar to ensure timely submission of proposals, renewals, and reports.
- Track proposal deadlines, deliverables, and outcomes across SAC's grants portfolio.
- Collaborate with program and finance staff to gather relevant data, budgets, and impact metrics for proposals and reports.
- Maintain organized grant files, digital records, and submission documentation.

Grant Writing & Reporting

- Draft, edit, and submit compelling proposals, letters of inquiry, and interim/final reports.
- Tailor narratives and budgets to align with funder priorities and SAC's strategic goals.
- Collaborate with the Chief Development Officer on storytelling, data integration, and framing of organizational impact.
- Ensure all submissions reflect trauma-informed, strengths-based, and mission-aligned messaging.
- Track awarded grants and communicate deliverables to internal stakeholders.

Prospect Research & Development Support

- Support prospect research and pipeline development as capacity allows.
- Participate in Development Department activities, assisting with donor stewardship, events, and communications as needed.
- Perform other duties as assigned to support overall fundraising goals and departmental collaboration.

Qualifications:

- Bachelor's degree in communications, nonprofit management, public administration, or related field; equivalent experience may be considered.
- 3-5 years of experience in grant writing, prospect research, or development in a nonprofit setting.
- Demonstrated success writing and managing grants for foundation funders.
- Exceptional written communication skills with strong attention to detail and ability to synthesize data into compelling narratives.
- Highly organized with the ability to manage multiple deadlines and projects simultaneously.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook) and donor management systems (e.g., Network for Good) preferred.
- Collaborative, flexible, and mission-driven professional attitude.

SAC reserves the right to waive any of the above qualifications dependent on work experience and other qualifying factors.

Benefits:

SAC offers a competitive benefits package for part-time employees that includes:

- 15 days of Paid Time Off annually, with increased accrual rates each year
- 10 paid Holidays & 2 Floating Holidays annually
- 12 hours of Days of Action annually
- Self-Care Leave with every five years of employment
- Monthly Therapy Stipend
- Employer-covered EAP (Employee Assistance Program) benefits

To Apply: Visit <https://jobs.appone.com/sexualassaultcenter> to submit your application.

Please include a resume and cover letter with your application. Following submission of your application, please also submit a writing sample via email to humanresources@sacenter.org.

SAC is an Equal Employment Opportunity employer.