

## Job Description

**Title:** Grant Writer (Contract Basis)  
**Position Reports to (Title):** Save the Chimps Board  
**Full-time/Part-time:** Part-Time  
**Revision Date:** 06/10/2020

Save the Chimps, a non-profit organization dedicated to providing permanent sanctuary for the lifelong care of chimpanzees retired from research laboratories, the entertainment industry, and the pet trade, is looking for an experienced Grant Writer to develop successful and compelling proposals as part of its overall development strategy. Position location is flexible and can be remote.

### **Position Summary:**

This position will be responsible for researching and identifying, public, private and corporate foundation and other funding opportunities. Will work with key Save the Chimps staff to identify and prioritize fundraising needs. Will be responsible for successfully managing and building key relationships with various funders as well as drafting all proposals and required reporting.

### **Knowledge, Skills and Abilities:**

- Strong technical writing skills with the ability to adapt writing style based on audience
- Knowledge of non-profit grant writing processes
- Knowledge and expertise in grant tracking systems and tools
- Strong analytical skills, including the ability to work with complex data for reporting
- Ability to conduct extensive research, take results and data, collaborate with colleagues throughout the organization to develop proposals, and articulate Save the Chimps compelling story to funders
- Ability to work independently with little oversight, but as part of a team when necessary
- Ability to work with tight schedules and quick turnaround times/deadlines ensuring that internal constituents are kept apprised of deadlines and requirements for grant proposals and reporting
- Ability to identify and collaborate with appropriate team members to compile the most current information for proposals and reports
- Ability to handle multiple projects and deadlines
- Deep understanding of program budgets and how to include into proposals
- Certification in American Grant Writers' Association (AGWA) or Grant Professionals Association (GPA) a plus

### **Education and Experience:**

- Bachelor's degree in Communications, English, Technical Writing or other related field.
- Minimum five (5) years grant writing and grants management experience for non-profit organization(s).



Save the Chimps

SPEAKING OUT FOR THEM

[www.savethechimps.org](http://www.savethechimps.org)