



Grant Writer Job Description

Operation Stand Down Tennessee is a 501(c)3 non-profit agency whose mission is to assist veterans and their families so they can be self-sustaining and better connected to the community.

The Grant Writer will identify, define, and develop funding sources to support existing and planned program activities as well as coordinate the development, writing, and submission of grant proposals to third-party and private entities. The position is also responsible for collecting, analyzing, and reporting data for performance reports. Position reports to the Chief Development Officer.

Qualifications: Bachelor's degree or have worked in related discipline with a minimum of three years of related experience and a proven track record in government, corporate, foundation and private grant writing. Candidate must be highly organized and have excellent written and verbal communication skills, be proficient in research, interpreting, and analyzing diverse data, produce quality work product under time constraints, and possess the ability to work collaboratively and independently to achieve stated goals. Previous experience will demonstrate a proven track record in securing new funding opportunities, comprehensive knowledge of research, and the ability to distinguish and identify funding opportunities for special programs.

Primary Duties and Responsibilities:

- Researches and identifies government, corporate, foundation and private funding sources
- Preparation of proposals, grant applications, supporting documents and reports
- Performance of responsible professional and administrative work in researching, identifying, developing and responding to public and private grant opportunities
- Generates revenues for programs and services through timely submission of well-researched, well-written, well-documented grant/fund-raising proposals.
- Maintains and implements grant funding calendar of activities including cultivation activities.
- Provide general support with development activities and community relations
- Other duties as assigned

Requirements and Qualifications:

- Proficient computer skills and ability to learn new programs quickly
- Solid organizational skills
- Ability to operate standard office equipment
- Strong written, verbal, communication and interpersonal skills

- Attention to detail
- Ability to coordinate and prioritize multiple projects simultaneously

Application Process: To apply, please send a cover letter, resume and writing sample to: Lori Ogden at lori.ogden@osdtn.org or mail to: Lori B. Ogden, CFRE, Operation Stand Down Tennessee, 1125 12th Avenue South, Nashville, TN, 37203-4709.