Position Title: Director of Grant Development

Summary

United Way of Central Maryland is seeking an experienced grant writer with a track record of success in seeking and securing grant funding to join our growing Grants, Research and Accountability Team. This position provides a unique opportunity to join a fast-paced, collaborative team that is committed to increasing revenue in support of programs/initiatives that improve the lives of central Maryland’s most vulnerable individuals and families.

Since 1925, United Way of Central Maryland has been a human service leader for the region. Our mission is to unite and engage our communities to improve people’s lives. We address local needs through grant-making, targeted community impact initiatives, collaborations, promoting volunteerism and advocacy, all while mobilizing more resources for the nonprofit community.

As a member of the Grants, Research and Accountability Team, the Director of Grant Development will work to increase grant revenue, primarily from national foundations and public-sector sources, and deepen and expand United Way’s innovative community impact initiatives, such as our On-Track 4 Success education initiative, Homelessness Prevention Program, the United Way Family Center at Ben Franklin High School and the 2-1-1 Maryland United Way Helpline.

Key Responsibilities

Grant Writing

- Coordinate and lead activities for development of and submission and grant proposals, including input, support and approval from United Way staff / departments (executive, program, finance, etc.) as needed.
- Compile, write and submit grant applications/proposals in exact accordance with each grant making organization’s prescribed guidelines and criteria.
- Coordinate input and support from external partners (program data, MOUs, letters of support, etc.) as needed.

Grant Research/Prospecting

- Utilize multiple strategies such as networking, internet searches, free and subscription grant seeking resources and other to identify potential national and public-sector funding opportunities for specific initiatives and, where possible, operating support.
- Attend grant information sessions (in person and webinars) to learn more about grant opportunities.
• Synthesize, analyze and share information about grant opportunities with United Way leadership staff to inform decisions regarding grant development and submission.

Partnership Development and Management
• Research, identify and develop networks with area health and human service organizations and public-sector agencies to leverage common priorities, interests and focus to strengthen grant applications and maximize opportunities for successful outcomes.
• Engage partners in collective impact activities as they pertain to potential grant opportunities.

QUALIFICATIONS AND REQUIREMENTS
Bachelor’s Degree and proven track record of writing and winning grant awards from national foundations, businesses and government are required. Successful applicant will:

• Possess excellent written and oral communications, research and internet skills, as well as solid analytical skills;
• Be well-organized and time-sensitive, able to multi-task, manage competing priorities, meet deadlines and work under pressure;
• Be skilled at navigating grant seeking websites as well as grant application web portals;
• Excel at skillfully and successfully writing and submitting grant proposals and reports;
• Utilize strategic and creative thinking in determining grant opportunities;
• Possess a comprehensive understanding of foundations and government grants;
• Demonstrated computer skills (proficiency in Microsoft Office with an emphasis in Word, Excel, Outlook and PowerPoint).

Interested candidates should submit a cover letter and resume via email to:
United Way of Central Maryland
Attention: Human Resources
1800 Washington Boulevard, Suite 340
Baltimore, MD 21230
Email: hrrecruiting@uwcm.org