



Vermont Institute of Natural Science Grant & Press Release Writer

TITLE: Grant & Press Release Writer

EMPLOYEE TYPE: Full Time – Immediate Opening

SUMMARY: The Grant Writer researches, develops, writes, and manages grant proposals, reports and grant related correspondence in accordance with the organization's needs. The Press Release writer will develop and write one - two articles per week in support of events and programs at the Nature Center.

REPORTS TO: Executive Director and Assistant Executive Director

UPDATED: August 2017

Primary Responsibilities

- Prepare thoroughly researched, documented, and well-written grant proposals
- Write and create interesting articles relative to the VINS events and mission
- Perform in-depth research into grant-making organizations, both private and public, to identify appropriate funders for specific programs and projects
- Write grant applications and related financial and analytic reports with exacting adherence to funder's guidelines, criteria, and deadlines
- Perform scrupulous follow-through on applications
- Prepare monthly grant activities reports to management
- Update and maintain grant records, including electronic, hard copy, and database
- Keep in close contact with grantors with reports and appreciation communications
- Participate in planning and financial goal setting for annual budget. Prepare annual schedule of grants and applications

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Additional Knowledge, Skills, and Experience Preferred

- Minimum 2-3 year experience with a proven record in successful grant writing and management
- Excellent writing and research skills
- Solid skills in Microsoft Office and facility with grant search databases
- Organized
- Gift Works software capability or equivalent
- Ability to prioritize and handle multiple projects simultaneously to meet deadlines

Educational Requirements

Associate or Bachelor's degree

To Apply

Please forward resume, cover letter, three references, and two articles of writing to:

Mary Davidson Graham
Assistant Executive Director
mgraham@vinsweb.org

Deadline for Applications

Until position is filled

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