

Review the position in the details below. If you are ready to apply, contact Jennifer Fishencord at jfish@4tucson.com

Job Category: Grant Writer

Location: 4Tucson

Schedule: Flex-scheduling

Position Type: Volunteer

Our Mission

To unite and mobilize Christians, empowering them to put biblical principles into action as we engage our city's most systemic problems.

Our Central Focus

Is to help people fulfill their created purpose of serving God and serving others. (Ephesians 2:10, Mark 12:30-31)

Our Culture

We believe in a culture of integrity, service, collaboration, unity, and partnership.

Our Guiding Principles

We are not satisfied with the status quo.

We know God desires to transform cities

We know God has a purpose for every life and we want to help people fulfill it

We try what others say is impossible

We make decisions based on biblical truth

We believe God has answers if we ask

We leverage for maximum impact

We do things together for best practices and influence

We are data driven and accountable for results

We unapologetically invite people to fund God's work

Job Description: 4Tucson Fund Development Grant Writing Administer will be responsible for the preparation, tracking, and execution of 4 Tucson's grant writing efforts to grow operational support of the organization. This role will work directly with the Chief Operations Officer and Project Manager Coordinator to ensure the success of fundraising.

Job responsibilities include prospecting, sustaining, submitting Letters of Inquiry and official grant proposals, and providing updates to 4Tucson leadership. Attention to detail, particularly in preparing presentations and grant proposals. There will be a high level of exposure to advancement related opportunities, and therefore this position requires a high level of professionalism and confidence at all times. The ideal candidate will first be a 4Tucson member, embodying the following traits: follower of Jesus, committed to fulfill their purpose, attend a local church, and agree to 4Tucson ethics agreement.

MINIMUM QUALIFICATIONS

- Excellent grammar and strong research skills
- Major/minor in English, communications, or similar field
- Ability to work in a fast-paced environment and maintain multiple projects simultaneously
- Clear, precise, and compelling writing skills
- Excellent oral and written communication skills
- High proficiency in MS Office applications
- Unmatched passion programs and projects within 4Tucson
- Flexibility and enthusiasm for dynamic, self-directed work environment
- Unrelenting, positive attitude
- Strong work ethic and goal oriented
- Motivated self-starter with the ability to work independently with a purpose and accuracy
- Punctual and very responsive
- Ethical and responsible behavior
- Innovative nature & desire to try new things
- Quick learner
- Non-profit experience

Grant Writer will have a reliable computer, internet, and telephone.