



United Planning
Organization **Office of
Human Resources** 301
Rhode Island Avenue, NW
Washington, DC 20001
www.upo.org

Vacancy Announcement

POSITION: Part Time Grants Developer and Coordinator
OFFICE/DIVISION: Office of the Executive Vice President
BULLETIN No: 05022017
SALARY RANGE: \$24.00 - \$28.00 per hour (commensurate with experience)
OPENING DATE: 2/14/2017
CLOSING DATE: Open until filled
FIRST SOURCE: N/A

BRIEF DESCRIPTION:

Assist staff with the development of grant applications and proposals.

SPECIFIC DUTIES & RESPONSIBILITIES:

- Prospect and prioritize new federal, local, and foundational grant opportunities, including relationship building activities.
- Develop/write proposals and grant applications that meet grant-makers' requirements.
- Collaborate with internal and external stakeholders in the grant development process.
- Review grant submissions for compliance with submission requirements.
- Become familiar with the agency mission and strategic plan goals and strategies.
- Ensure that all grant submissions are submitted on a timely basis.
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor's degree and two (2) years of progressive work experience (including volunteer work) in technical writing and administration. Demonstrated track record of preparing proposals/complex applications, preferably in a human services environment. A combination of education and experience equivalent to two (2) years.

Familiar with concepts and processes of writing persuasively. Possess excellent organizational and professional communication skills, both written and verbal. Excellent interpersonal, research and analytical skills. Ability to work under tight and sometimes competing or changing deadlines. Working knowledge and understanding of, or direct experience in, one or more of the following fields: early childhood education, secondary education, after -school programs, adult education and training, substance abuse treatment, homelessness support, and other human services supportive areas preferred.

Ability to effectively use Microsoft Office programs. Must be able to work sensitively and effectively with individuals of diverse educational, socio-economic and cultural backgrounds.

Submit your resume to upojobs@upo.org or fax resume to (202) 319-3237.

UPO is an Equal Opportunity Employer

Must be able to work sensitively and effectively with individuals of diverse educational, socio-economic and cultural backgrounds.

DESIRED QUALIFICATIONS:

Master's degree and five (5) years of progressive work experience (including volunteer work) in technical writing and administration with a solid and measurable track record of grant writing, preferably in a human services environment.

OTHER REQUIREMENTS:

In the event that an offer is extended, the candidate will be required to successfully complete a criminal background check and/or FBI fingerprinting, and pre-employment drug screening as applicable for the position.

This position *IS* in the collective bargaining unit.

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