

Total Action tap For Progress into hope

JOB DESCRIPTION

JOB TITLE: Grant Writer for TAP Head Start/Early Head Start

COMPONENT: Planning

SALARY RANGE: \$15.87 to \$18.75/hour, 21 hours per week, could become 40 hours per week

CLASSIFICATION: Non-exempt

DEFINITION AND PURPOSE:

To write and edit clear, effective proposals and prepare grant applications to public and private funding sources to sustain and expand programs and funding for TAP Head Start/Early Head Start. To assist in the development and production of the agency's communications and marketing materials, including, but not limited to items related to Head Start/Early Head Start in the annual report, social media posts, blog posts, op-eds to local papers, presentation materials, and other items as necessary.

ORGANIZATIONAL RELATIONSHIP:

Supervised by: Director for Planning & Resource Development

Supervises: No one

Coordinates with: Planning staff, component directors (including the Director of Head Start/Early Head Start, and other TAP staff

RESPONSIBILITIES:

- Researches, identifies, qualifies, and contacts potential funding and resource sources, (i.e. federal, state and local governments, foundations, corporations, etc.) and develops appropriate applications, proposals, and economic development initiatives, particularly for TAP Head Start/Early Head Start;
- Coordinates TAP Head Start/Early Head Start grant application/ program development process with component directors and program personnel; prepares and submits program proposals in a professional and timely manner;
- Maintains thorough knowledge of current and best practices, developing initiatives, and effective grasp of the principles affecting the component programs;
- Reviews and summarizes resource information for program staff;
- Presents timely and accurate information to director and other program staff;

Grant Writer/Planner – Head Start

Last revised: 1/5/17

- Develops and maintains listings of local, state, and national public and private resources that support Head Start/Early Head Start programs and projects;
- Evaluates new resources to determine their requirements, funding interests and potential as they relate to TAP Head Start/Early Head Start;
- Develops and sustains effective collaborations to fulfill program and development purposes and proposal requirements;
- Analyzes and collates participant and program data related to program activities, assisting with outcome measurement and the client tracking systems in place and under development.
- Disseminates research findings to appropriate personnel;
- Attends and participates in meetings of advisory groups, committees, boards, staff, etc., in related component focus areas, as needed;
- Develops and plans initiatives to raise community awareness and advance program profile;
- Develops, expands, and maintains key partnerships among potential funders, current funders and area collaborators/service providers;
- Tracks relevant legislation, especially resource opportunities, pertaining to Head Start/Early Head Start and other relevant early childhood and family support initiatives;
- Tells the story of TAP Head Start/Early Head Start and the communities and people it serves through well-written, evocative applications;
- Conducts interviews related to Head Start/Early Head Start for agency's annual report and writes articles based on those interviews;
- Produces and edits written content for social media posts, blog posts, white papers, website pages, op-eds, and other material as requested;
- Shares in the responsibility to mobilize community resources in support of TAP's anti-poverty efforts; and
- Performs other related duties as assigned by supervisor.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES

- Excellent oral and written communication skills and effective research skills (writing samples are to be provided);
- Effective computer skills in a Windows environment: operating systems, MS Office applications, Internet mastery;
- Ability to present data effectively in oral, written, and graphic forms;
- Strong development, statistical and analytical skills;
- Ability to work well with persons of varied economic, ethnic, and social backgrounds including community groups and government and professional agencies; and
- Knowledge of best practices in early childhood education and Head Start/Early Head Start, preferred.

TRAINING, EDUCATION AND EXPERIENCE:

- B.A. in English, journalism, creative writing, humanities or related field which requires similar writing, analytical, creative problem-solving, and communication skills and experience working with early childhood programs, including Head Start/Early Head Start, preferred.

SPECIAL REQUIREMENTS:

- Must have a valid Virginia Operator's license with a good driving record and reliable transportation.
- Must pass drug screening.
- The physical requirements of this position are:
 - Sedentary work. Ability to lift up to 10 pounds occasionally.
 - Ability to type and perform other desk-related work.
 - Ability to express or exchange ideas by means of the spoken word.
 - Ability to receive detailed information through oral communication at normal speaking levels.
 - Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers.
- The visual acuity requirements of this position are:
 - Close visual acuity to perform an activity such as: preparing and analyzing data and figures and viewing a computer screen; and extensive reading;
- The worker is not substantially exposed to adverse environmental conditions in this position.

This description provides information regarding the essential functions of the designated job, and general nature and level of work associated with the job. It should not be interpreted to describe all the duties that may be required of such employees or be used to limit the nature and extent of assignments such an individual may be given.

Every TAP employee shares in TAP's responsibility to mobilize community resources in support of TAP's anti-poverty efforts.

TAP hires only U.S. Citizens and lawfully authorized aliens.
Equal Opportunity Employer/Drug Free Workplace
Bilingual/bicultural individuals are encouraged to apply.