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**Job Title:** Grants Administrator & Writer

**Department:** Communications and Development

**Work Location:** Corporate Office

**Reports To:** Director of Development

**Status:** Full Time

**Classification:** Exempt

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### **Reaching Above Hopelessness and Brokenness, Inc.**

RAHAB Ministries strives to share the hope of Jesus Christ with broken and undervalued women, including survivors of human trafficking.

### **Job Summary**

Responsible for identifying funding opportunities for RAHAB and writing polished proposals to earn grant money including researching deadlines and drafting grant requests. Also responsible for coordinating the approval, administrative management, reporting and closeout of grants and other programmatic investments made by RAHAB. The Grants Administrator/Writer will ensure that RAHAB's grant-making and related processes, documents, procedures, and implementation are executed professionally, efficiently, on schedule, and in a manner consistent with best practices.

### **Essential Duties and Responsibilities**

- Responsible for leading grant strategy and executing compliance
- Responsible for submitting grant reports in collaboration with VP of Programming, area-program directors, and Finance Team
- Responsible for communicating financial and programmatic grant deadlines to finance and programming staff
- Operate as the communication hub for grant writing, grant submission and grant reporting
- Work with VP of Programming and area- program directors to collect accurate data and content to effectively communicate RAHAB programming throughout grant narratives and reporting documentation
- Comprehensive understanding of history, structure, objectives, programs and financial needs of RAHAB
- Research grant opportunities from government and non-government agencies
- Draft grant proposals and supporting documents based on the funding requirements of RAHAB and ensuring consistent voice and brand of RAHAB is maintained in grant applications
- Responsible to establish and maintain and annual grants strategy calendar and report updates on grant progress, status and other relevant information to Director of Development and Sr. Leadership as requested

### **Minimum Qualifications**

- Degree in Business Administration or similar relevant field
- Previous experience in a similar role.
- Strong organizational and project management skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Experience working with both State and Federal grants/agencies and strong understanding of state and federal code and how it applies to grant requirements
- Excellent written and oral communication skills; exceptional interpersonal skills, a focused listener.
- Ability to work effectively independently and as a highly resourceful team player under pressure and within deadlines.



**Physical Demands and Work Environment**

- This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, copiers, filing and fax machines.
- Ability to sit or stand for long periods of time, lift files, open cabinets and bend as necessary.

**Position Type and Expected Hours of Work**

- This is a full-time position. Days and hours of work are Monday –Friday for a total of 40 hours per week. Occasional day and hours may vary due to job duty demands. Occasional evening and weekend work may be required as job duties demand.

**Travel**

- This position may require some driving and local travel

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***Note:** This job description in no way states or implies that these are the only duties to be performed by the employee(s) in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at-will” relationship.*

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**Employee Acknowledgement**

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**Signature**

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**Date**

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**Printed Name**