**PROFESSIONAL EXPERIENCE**   
**GRANT WRITER, 11/2010 - PRESENT**   
  
**RESPONSIBILITIES**

* Responsible to develop solicitation strategies and write compelling content describing the work impact in all program areas
* Manage the application, renewal and reporting process as provided
* Responsible for Overseeing the timely communications following up with foundations contacts
* Remain updated on organizational goals, objectives activities
* Responsible for writing proposals and creating budgets budget narratives
* Maintain foundation calendar database

**SKILLS AND QUALIFICATIONS**

* Three years of working experience as Grant Writer
* Use logic and reason to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
* Talk to others to convey information effectively
* Consider the relative costs and benefits of potential actions to choose the most appropriate one
* Identify complex problems and review related information to develop and evaluate options and implement solutions
* Manage own time and the time of others
* Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, organization rules, and the democratic political process
* Ability to listen to and understand information and ideas presented through spoken words and sentences