

Organization, Position & Person Profile



Grant Writer Consultant

January 2012

The Organization

Back on My Feet (BoMF) is a nonprofit organization that promotes the self-sufficiency of those experiencing homelessness by engaging them in running as a means to build confidence, strength and self-esteem.

BoMF does not provide food or shelter, but instead provides a community that embraces equality, respect, discipline, teamwork and leadership. The organization consists of much more than just running: our members participate in a comprehensive program that offers connections to job training, employment and housing. Those benefits are earned by maintaining 90 percent attendance at the morning runs three days a week for our six to nine month program.

Back on My Feet has chapters in Philadelphia, Atlanta, Baltimore, Washington D.C., Boston, Chicago, Dallas-Ft. Worth, Indianapolis, and will be expanding to New York City in April 2012.

Back on My Feet is an equal opportunity employer and is committed to the belief that each individual is entitled to equal employment opportunity.

For more information on the organization, please visit: www.backonmyfeet.org

The Position

BoMF is interested in a Grant Writer Consultant who has experience with start-up businesses and not-for-profit businesses. He/She will be responsible for the development and administration of a comprehensive grants development program to include grant research, identification of appropriate applications, coordination among entities, proposal development & grant writing in pursuit of public & private funding sources on behalf of the organization.

Qualifications & Experience

- Bachelor's degree in Social Services, Public Affairs, Business Administration, or related field,
- 4 years' experience in granting writing, contract administration; or equivalent combination of training and experience.

Competencies

- Knowledge of grant proposal and contract agreement processes and requirements.
- Ability to use automated spreadsheets and other tools for financial

analysis and reporting.

- Knowledge and ability to use office software and administrative systems, including but not limited to: Microsoft Excel, Word, Access, Power Point, Outlook; web applications and the Internet.
- Ability to diplomatically and effectively work with the Executive team members of BoMF.
- Ability to communicate effectively both orally and in writing.
- Ability to apply technical knowledge.
- A demonstrable understanding and acceptance of the mission, values, goals and objectives of BoMF.
- The ability to perform assigned duties in a manner consistent with our organizational goals.
- Willingness to operate in an entrepreneurial environment.

Contacts

For qualified candidates, please submit resume and cover letter to Gloria Miranda at Gloria@backonmyfeet.org with Grant Writer Consultant as the subject.