



Refuge Grant Writer

Part-time hourly position available

Send resume and cover letter to therefugeco@gmail.com

Start date by July 1st 2021

This part-time hourly position is for someone who is experienced in grant writing and can work independently but also as part of a team and is interested in being part of an innovative, established but developing non-profit organization and faith community in need of building infrastructure and programming capacity through grants and alternate funding sources. While The Refuge has faith roots, it is an inclusive community with a wide and diverse range of people and is dedicated to gathering around shared values. We are looking for someone who resonates deeply with The Refuge's work in the community and wants to help develop and grow our future.

Location and Hours:

- Can be remote or remote/hybrid at The Refuge.
- Flexible hours - up to 15-20 hours a month, \$35-40/hour depending on experience.

Roles and Responsibilities:

- Be responsible for all aspects of grants for The Refuge, a Christian community and mission center and hybrid church/non-profit organization.
- Build from the base of community grants that The Refuge has already been awarded over the years; 2020 was \$30K.
- Identify and pursue new grants and opportunities for funding to support strengthening infrastructure
- Work directly with the Refuge Cafe Team and other core Community Life Team leaders to consider upcoming needs that could be met with grants.
- Coordinate with Refuge Administrator on all grant tracking to ensure reports are filed on time, expenses are properly tracked, and we are meeting grant requirements.
- Maintain Refuge grant files on site and also in our Online Wiki in Google Drive.
- Communication with Business Partnership Liaison on possible synergy on business grants, sponsorships, and other opportunities to support strengthening The Refuge's infrastructure to meet the evolving needs.

Necessary Skills:

- Proven experience with grant writing
- Non-profit development experience in some capacity
- Attention to details
- Organizational systems to maximize performance (flows, processes, etc)
- Google Drive - Docs and Sheets
- Flexibility in an ever-changing, people-focused organization

Opportunity for Growth:

- This is a new and flexible position that can be expanded through new grants and increased infrastructure.

