

United Way of the Greater Lehigh Valley Job Posting

Director Grant Development (Grant Writer)

Department: Executive Office

Supervisor: Marci Lesko, Executive Vice President & Chief Impact Officer

Status: Salary, Exempt, Full-time

Salary Range: \$65k - \$70k

Director Grant Development Position Description & Primary Accountabilities

The Director Grant Development is responsible for generating and managing incoming grant revenue of approximately \$3m annually through the writing and submission of federal, state, county and private grant applications.

1. Write and submit grant applications (55% of time)
2. Generate program reports for grants and products (35% of time)
3. Additional general obligations and professional development (10% of time)

Work Experience and/or Education

5-plus years of work experience generating grant funded revenue in excess of \$100,000 annually for non-profit organizations.

Related education, certifications or degree considered in lieu of work experience.

Skills

- Exceptional English writing skills
- Familiar with utilizing a Federal Indirect Cost Rate
- Proficient in MS Word, Excel, Outlook and Teams
- Understanding of and commitment to the purpose, vision, and values of United Way.

Reasonable accommodations may be made to enable individuals to perform the essential functions. United Way of the Greater Lehigh Valley is an equal opportunity employer.

Benefits Package

In addition to the base pay and annual merit increases this position is eligible for our org-wide performance based annual bonus package which is typically 4%-6% of base pay. The benefits package includes subsidized medical, vision and dental insurance, fully paid life and ltd insurance, a 401k retirement plan with employer contributions and a generous paid leave policy.

Work Location

Our policy requires that at least 70% of the work schedule is done in person in our office in Allentown, PA.

HOW TO APPLY

Interested candidates may apply via: <https://unitedwayglv.isolvedhire.com/jobs/808880-289205.html> Direct any questions to Mary Terp, AVP, Human Resources at maryt@unitedwayglv.org

