



Iowa Center for Economic Success

Position Description

Title: Grant Writer
Reports To: Director of Operations
FLSA Status: Contract

About Us: The Iowa Center is committed to empowering people to strengthen and stabilize their financial futures through business ownership and investment.

Duties and Responsibilities: An effective Grant Writer should have excellent research and communication skills. They should be able to clearly communicate in both written and verbal communication, especially in grant proposals, as this is their primary duty. Study and understand the history, structure, objectives, programs and financial needs of the organization. Research grant opportunities from government and non-government agencies. Draft grant proposals and supporting documents based on the funding requirements of the organization. Respond to internal and external queries on drafted and submitted proposals. Maintain records and submit reports related to grant opportunities. Other duties as assigned.

Qualifications: Undergraduate degree with experience in grant writing or equivalent combination of education and experience required. Experience in monthly reporting and grant reporting. Must have a positive attitude, sense of humor, and the flexibility to adapt. Proficient with Microsoft Office. Strong writing and communication skills, attentive to details. Must have proven interpersonal relationship skills to maintain effective working relationships with staff, volunteers, and clients. Ability to work with minimal supervision. Highly organized and capable of meeting deadlines. Demonstrated decision-making and leadership skills. Ability to grasp new ideas quickly.

Compensation:

- A competitive salary
- Generous health, dental, life, and vision insurance package
- A 403b match
- Generous paid time off
- Room for growth

To apply send cover letter, salary requirements, and resume to:
Katie Hentges at KHentges@theiowacenter.org