

## INSPIRATION RANCH POSITION DESCRIPTION

May 2023

Title/Position: **Grant Writer and Development Assistant**  
Full / Part Time: **Full Time**  
Salary: **\$55,000 - \$65,000**

### **Position Description:**

The Grant Writer and Development Assistant will prepare proposals and grant applications, along with professional and administrative work in researching, identifying, vetting, developing, and responding to public and private grant opportunities in the areas of Special Needs (Autism, Mental Health, Social Services, and Physical Disabilities), and Equine-Assisted Services (which include: Equine-Assisted Therapeutic Riding, Equine-Assisted Psychotherapy, Equine-Assisted Speech Therapy, Equine-Assisted Learning, and Natural Lifemanship).

### **Primary Responsibilities:**

- Researches and identifies new corporate, foundations, and private funding prospects.
- Works with the VP of Development to identify and research current constituents for moves management.
- Generates proposals and supporting documents in response to solicitations.
- Generates timely submissions of well-researched, well-written, well-documented grant/fundraising proposals to secure client programs and services revenues.
- Maintains and implements a funding calendar of activities, including cultivation and stewardship activities.
- Writes reports to corporate, foundations, and other funders.
- Acts as liaison for VP of Development (if needed).
- Identifies funding opportunities and new program areas to match the client's priorities and the future growth of Inspiration Ranch.
- May serve as a liaison to funding agencies or organizations.
- Engages with program officers at organizations to solicit invitations to submit proposals.
- Special projects as needed and other duties as assigned.

### **Qualifications:**

- Three years of experience in fundraising.
- Strong computer and database management skills.
- Excellent verbal and written communication skills.
- Highly organized with the ability to implement systems and follow-up processes.
- Outgoing and engaging personality.
- Strong presentation skills.
- Self-starter, objective driven.
- College degree or equivalent experience.

**Reporting Relationships:**

The position reports to the VP of Development and Communication. Key relationships working with Therapeutic Riding, Property Manager, Development Committee, and CEO.

**Working Conditions and Requirements:**

- Team player willing to work with staff and volunteers in a collaborative environment.

*Please send a cover letter and resume to Sandy Biggers at [sandy@inspirationranch.org](mailto:sandy@inspirationranch.org).*