



# AAMA Grant Writer

## JOB POSTING

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### Job Details

*Posting ID*

**Grant Writer**

*Title*

*Description*

AAMA is searching for a full-time **Grant Writer**. Reporting to our Chief Development Officer, this position is responsible for coordinating grant applications and process including but not limited to: identification of potential new funding sources, development of funding sources for existing and proposed programs/services; writing grants, developing budgets, and required report evaluations on grants. Will collaborate with a variety of people to develop, write and monitor grants that align with and add to AAMA's overall philanthropy and strategic plans.

### QUALIFICATIONS:

- Bachelor's degree. Minimum of three years of previous experience developing, writing and monitoring grants. Foundation and federal grant experience strongly preferred.
- Excellent professional oral and written communication skills. Ability to articulate in writing the compelling story of AAMA and need for funding and ability to professionally interact with a variety of people. Good understanding of funding organization methods.
- Strong computer experience
- Excellent research skills involving internet and all other searches

*Shift Type*

**Full-Time**

*Salary Range*

*Salary Code*

**\$48-55K Per Year**

*Job Category*

**Administrative**

*External Job Application*

**AAMA General Employment Application**

*Internal Job Application*

**AAMA General Employment Application**

*Location*

**AAMA Administration**

*Posting Status*

**Active**

*Minimum Qualifications Screening*

**Bachelor's degree**

### Job Application Timeframes

*Internal Start Date*

**08/26/2022**

*General Start Date*

**08/26/2022**

*Internal End Date*

*General End Date*

### Job Pools

*Pool Name*

*Quantity*

*Requisition ID*

*Requisition Title*

**Default**

**1**

**365**

**Grant Writer**

**Default**

**1**

**Alternate Job Contact**

<i>Name</i>	<b>Debbie Ortiz</b>	<i>Title</i>	<b>Chief Development Officer</b>
<i>Location</i>	<b>AAMA Administration</b>	<i>Phone</i>	<b>17139292322</b>
<i>Email</i>	<b>dortiz@aama.org</b>		

**References**

<i>Automatically Send Reference Check</i>	<b>No</b>	<i>Reference Check Form</i>
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