



The American Baptist Home Mission Societies (ABHMS) is Searching for a Grant Writer

The American Baptist Home Mission Societies (ABHMS) is seeking the contracted services of an experienced **Grant Writer** who will identify foundation and corporate funding sources, conduct needed research, assess fit between funders and ABHMS, develop, prepare and present grants and oversee follow up grant award activities. This is a contract position, and the successful candidate will work closely with the Chief Development Officer.

Founded in 1832, ABHMS has a long history of meeting human needs and empowering individuals, institutions, churches, and communities to share faith, concern, and resources to improve the quality of life for all people. ABHMS has done so by supporting education through scholarships providing published material to churches funding churches outreach work, supporting community centers, counseling and chaplaincy services, intercultural programs, support for immigrants and refugees, advocacy and intervention on behalf of persons living with disabilities, children living in poverty, supporting new citizens and refugees, and providing community support to assist recovering n from natural and man-made disasters.

ABHMS continues to respond to the mission today by leading the way in convening and connecting various partners through it nation-wide networks that address a wide range of needs and opportunities because we believe that we can accomplish more—and build stronger, more viable programs—together. The net of partners invited to join our networks is cast widely. We engage pastors and lay leaders, congregations, colleges and seminaries, community ministry centers, specialized advocacy and justice programs, a diverse mix of language group leaders (Asian, Indian, Latino, Haitian among others), volunteers and friends of ABHMS.

The future of transformational engagement, we are convinced, will be found in a model of sharing that includes many partners, regardless of religious, cultural, gender or ethnic affiliation, thinking creatively about a combined inventory of assets, gifts, human and material resources, skill sets and more.

The successful ABHMS Grant Writer will have a proven track record in writing successful proposals to help increase grant and foundation support for ABHMS's ministry and unit areas. To assist the Grant Writer, ABHMS has the ability to conduct research on funders who are predisposed to support the types of programs offered by ABHMS.

All persons, regardless of faith expression, are invited to apply, but preference will be given to candidates with a strong working knowledge of The American Baptist Home Mission Societies' mission and ministries; as well as familiarity with our key partners

and the American Baptist denomination. Ordained or theologically trained ministers with grant writing experience are encouraged to apply.

Primary Responsibilities of the Grant Writer

- Working knowledge of ABHMS mission required; and awareness of ABCUSA and other key ABHMS preferred
- Identify grant funding opportunities.
- Write, submit, and manage grant proposals and develop reports, as needed.
- Furnish prospective funders with supporting documents.
- Collaborate with the Chief Development Officer to develop relationships and collaborations with key stakeholders.
- Display understanding of and adherence to ABHMS' mission and remain up to date on changes of ABHMS' programs.
- Maintain records of grant related documents and databases.

Grant Writer Requirements

- Bachelor's degree in creative writing or related field; Master's preferred.
- 3+ years of grant writing experience.
- Proficient with measuring and reaching grant income goals.
- Proficient with MS Office Suite (Word, Outlook, Excel, PPT, Teams).
- Excellent knowledge of fundraising information sources.
- Excellent communication skills, both verbal and written.
- Strong people skills.
- Excellent organizational skills.
- Ability to meet deadlines.

If interested, please submit the following to HRMatters@abhms.org no later than **May 31st 2021**

- 1. Cover Letter**
- 2. Current Resume**
- 3. Narrative** explaining the relevant experience and qualifications of the applicant. Narrative should be *no more than 1 page in length*. Narrative should detail the applicant's experience with government, corporate, and private foundation grants. Narrative should specifically include:

- a) Types of organizations to which the applicant has provided services and examples of programs supported by the grant writing.
- b) Examples of grant sources from which the applicant has successfully obtained funding (please be specific with foundations, amounts, and purposes of the grants)
- c) Clear demonstration of applicant's knowledge of and experience with

demographic data.

d) Clear demonstration of applicant's knowledge of and experience with non-profits.

4. An excerpt from a **successful grant** written by the applicant that is representative of his/her writing style. The excerpt should not exceed 4 pages and should not contain confidential information.
5. Include up to **three (3) reference letters from clients** where you have successfully performed similar work.

Equal Opportunity Employer

ABHMS is a great company to work for and is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.