



702 Fairfield St. W, Suite 800, Twin Falls, ID 83301
115 West 100 South, Rupert ID 83350
Hotline Text Line: 208.733.0100
www.vavmv.org | help@vavmv.org

Position: Grant Writer

Supervisor: Finance Director

Pay level: Starting \$23-25/hr

Applicant:

Offered Pay:

VAV Mission: Voices Against Violence envisions a community free from gender and sexual violence. Our mission is to empower individuals who have experienced violence. We achieve our vision and mission through the following objectives: safety, healing, empowerment, dignity & worth, advocacy, education, self-determination, and human relationships.

Requirements: Educational, professional, and/or lived experience required. Nonprofit organization experience preferred. Must be proficient in Microsoft Word, Excel, Quickbooks, and other data entry systems. Must have strong organizational skills, excellent verbal and written communication skills. Must work well with persons of varied sexual preference, racial, ethnic, cultural, socioeconomic background and individuals who are differently abled. Must have knowledge of domestic violence, sexual assault, stalking, and dating violence. Must have knowledge of how to work with individuals who have experienced trauma. Must undergo a background check. Twenty hours of initial domestic violence training required before client contact, and ongoing training is required on an annual basis.

Job Description: The Grant Writer will be responsible for writing grant applications, and then managing and reporting on grants awarded to the organization. The Grant Writer will be responsible for maintaining relationships with our current funders while seeking out new grant funding opportunities. The Grant Writer is responsible for ensuring financial stability of the organization in coordination with the Finance Director and Executive Director.

General Responsibilities:

- Adhere to VAV mission, vision, goals, policies, and procedures
- Maintain confidentiality of clients and shelter locations at all times
- Attend mandatory meetings
- Keep the facilities clean and organized
- Manage and track grant data and related client service data
- Complete other duties as assigned

Grant Management Responsibilities:

- Identifies and builds relationships with grant funding sources
- Draft grant applications to government agencies (federal, state, and local), corporate funders, private foundations, and other sources.
- Work with funders to understand and execute complex written instructions
- Submit grant reimbursements and progress reports to various funders in a timely manner
- Provide documentation as needed to VAV and grant funders
- Collect and organize data for the preparation of statistical reports
- Coordinate with grantors to assist with audits pertaining to grants received
- Coordinate with Finance Director to build and review grant budgets

"Voices Against Violence is committed to providing a safe environment in which all individuals are treated with respect and dignity. Voices Against Violence does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations."



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- Coordinate with Finance Director to monitor expenses and revenues for service areas
- Identify financial problem areas and work with Finance Director to find solutions
- Contribute grant data to Finance Director and contracted CPA in preparing annual audit and Form 990

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