



Mercy Center Grant Writer & Special Projects Coordinator

Position Summary:

Reporting to the Director of Development, the Grant Writer & Special Projects Coordinator is first and foremost an exceptional and established grant writer. This position has three primary responsibilities:

- Manages the overall grant research, writing, application and tracking process
- Develops and manages content of all Mercy Center's marketing assets
- Assists the Director of Development with fundraising, donor management and donor engagement related activities

Grant Writing

The Grant Writer & Special Projects Coordinator is knowledgeable of local trends, the agency's work, services, programs, data and impact in order to develop inspiring stories and compelling content that will increase our consideration for competitive grants. The Writer utilizes his/her excellent writing skills to showcase and describe our work in a focused, elegant, concise and dynamic way.

The Grant Writer is responsible for the overall process and production of all materials related to the grant application process from researching new opportunities, identifying and qualifying prospects, to writing proposals and reports, to collecting data, budgets, and all relevant documents from a variety of departments, to submission. Also, is accountable for follow-up, evaluation reports and tracking of all annual grants to ensure timely submissions.

Marketing

The Grant Writer & Special Projects Coordinator is responsible for the content development, management of the end to end creative, production and fulfillment process with agency partners and vendors, inventory management and writing for all marketing and fundraising assets such as acknowledgement letters, annual appeal letters, email appeals, the website, the annual report, social media, brochures and collateral. Additionally, this role oversees, monitors and manages all marketing assets.



Development / Special Projects

The Grant Writer & Special Projects Coordinator assists the Director of Development in implementing our development strategy, goals and special projects and events.

Responsibilities include:

- Donor Database Management
 - Records and maintains reports on all donors
 - Processes gifts, acknowledgements, and renewals
- Event logistics and management for annual events: Circle of Mercy Breakfast, Walk with Mercy Luncheon, Cheers for Mercy wine tasting, and smaller prospect and cultivation events
- Assists the Director of Development in the relationship development and management of current and prospect individual, corporate and foundation donors of Mercy Center

Qualifications & Competencies:

- Passionate about Mercy Center's work and mission
- Bachelor's Degree required
- Minimum of 3 years' grant writing experience working in related fields; experience in donor relations preferred
- Knowledge of New Jersey, Monmouth County, Asbury Park business and non-profit community is a plus
- Maintains knowledge on current industry and geographical marketing trends
- Identifies opportunities to generate awareness of Mercy Center in the community
- Attention-to-detail and organization skills especially as it relates to record-keeping and correspondence
- Exceptional verbal and written communication ability with successful interpersonal skills and the ability to interact with colleagues, donors, and leaders at all levels
- Demonstrated ability to manage digital records; experience with CRM platform or donor database, knowledge of WordPress and social media platforms
- Proficient in Microsoft Office (Outlook, Word, Excel, PowerPoint/Publisher)
- Customer service focused personality displaying a professional and friendly demeanor; ready to jump in and support the team and organization
- Excellent time management skills needed to handle multiple, concurrent projects with strict deadlines
- Knowledge of Development Department functions including fundraising; donor acknowledgement and record keeping, and donor relationship development and engagement

This is a full-time position with benefits, the salary range is \$40,000-\$45,000.

Interested candidates should send resume along with 2-3 writing samples to

info@mercycenternj.org.