**Title:** Grant and Proposal Writer  
**Group/Team:** Programs  
**Reports To:** Vice President, Programs  
**Status:** Full-Time  
**Category:** Specialist  
**FLSA Classification:** Exempt

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**POSITION SUMMARY**

The Grant and Proposal Specialist is responsible for writing proposals for grant-funded programs supported by government, foundation, and corporate entities. The team member will also have responsibility for supporting the development of requests and proposals for event sponsorships, major gift requests, and general operating revenue.

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**KEY RESPONSIBILITIES/ESSENTIAL DUTIES OF POSITION**

An individual must be able to perform each essential duty listed below:

- Responsible for conducting the full range of activities required to prepare, submit, and manage grant proposals to foundations, governments, businesses, and individual donors.
- Support the UWSN Programs, External Affairs, and Fundraising teams.
- Coordinate grant reporting timelines, requirements, and submissions.
- Comply with all grant reporting as required by government, foundation, corporate, and individual funders.
- Review grant databases and other related sources for new, emerging, and recurrent grant opportunities in alignment with UWSN Community Impact strategies.
- Write proposals and grant requests in response to opportunities.
- Demonstrate understanding of the Southern Nevada nonprofit sector, community history, and leading community impact programs.
- Maintain current records, including grant tracking and reporting.
- Other duties as assigned.
United Way of Southern Nevada
Grant and Proposal Specialist - Job Description

JOB REQUIREMENTS
Minimum requirements include:

• Bachelor’s degree or equivalent experience in Journalism, Communication, English, or a similar field.
• Preferred two years of experience in proposal development or grant writing.
• Proficiency with Microsoft Office suite.
• Strong written communication skills; ability to write clear, structured, articulate, and persuasive proposals.
• Strong editing skills, attention to detail.
• Knowledge and familiarity with full range of skills required to search for, identify, review, write, submit, and report on grant funding.
• Demonstrated ability to collaborate with multiple internal and external stakeholders on multiple projects.
• Experience with early childhood education, human services, basic needs assistance, housing programs, and/or volunteerism.
• Experience working in deadline-driven environments.

WORK ENVIRONMENT
The environment for this position is an open office area that is clean and comfortable. It may include some minor annoyances such as noise, odors, drafts, etc. The incumbent is in a non-confined office-type setting in which he or she is free to move about at will. Also, the incumbent will travel to client sites, workplace events, meetings, etc.

PHYSICAL ACTIVITY
In the course of performing this work, the incumbent:

• Will spend substantial time standing, sitting, speaking, and listening
• Will regularly work on a computer and/or related office equipment
• Must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 30 pounds
• Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job

This job description describes the general nature and level of work performed by employees assigned to this position. It should not be construed as an exhaustive list of all required duties, responsibilities and skills. Reasonable accommodations may be made to enable disabled individuals to perform the essential functions of the job.