



POSITION DESCRIPTION

February 2022

Position Title: Grant Specialist/Project Lead

Reports To: Chief Executive Officer (CEO)

Salary/Wage: \$17-\$20/hour DOE ~ 32-40 hours/week

Benefits: Remote work (with option to work in Bozeman office location), flexible schedule, mileage reimbursement. After the probationary period a health care allowance, PTO, paid holidays and potential for bonus pay is provided. Ability to support nonprofits that are making a significant impact on our communities while working with a compassionate, supportive, and successful team!

Organization Description

[The Dotted i](#) is a Bozeman, Montana-based company that helps nonprofits find and secure grant funding. The Dotted i also trains nonprofit leaders in grant success through the *Mastering Grants Training Program*. Our mission is to support nonprofit organizations in developing grant-ready programs and securing grant dollars to support the nonprofits' mission and goals.

It is our honor to play a small role in making a larger impact in the world by supporting nonprofits in their grant success. The Dotted i has anywhere from 16-20 nonprofit clients at a time, which provides our team with the opportunity to support our clients in a variety of ways, while maintaining high caliber service. The missions and projects that we are proud to serve continue to change throughout the years, bringing new and exciting opportunities and challenges to this position.

The founder/CEO is one of three fundraising professionals in Montana that are grant professionally certified through the National Grant Professionals Association. She has over 14 years of successful grant writing experience in federal, state, corporate, and foundation grants. As a small company, it affords the candidate a great opportunity to learn directly from its founder/CEO and supportive team members.

Primary Areas of Work

Provide direct leadership to selected nonprofit clients by:

1. Getting clients "grant ready" by assisting them in developing grant-related items such as budgets, evaluation plans, logic models, needs statements, and more.
2. Identifying grant opportunities that are a good fit for the client and creating and managing a Funding Matrix and grants calendar.
3. Preparing and submitting comprehensive and competitive foundation, state, and federal grant applications.
4. Managing grant deliverables including writing progress/closeout reports.
5. Providing our clients with a superior customer experience through clear communication and assistance.

Candidate must have his/her own computer, access to phone and the internet, and the ability to attend online meetings from a quiet and professional looking space.

Specific Duties

Research

- Research grant databases to identify new funding opportunities that are a good fit with clients' needs
- Research relevant literature and materials to create strong narratives for grant proposals
- Complete related background research and ensure all technical application requirements are met

Grant Writing and Management

- Review grant requirements and FOAs to identify key due dates and deliverables
- Create first drafts following specified grant guidelines, revise, and make final revisions
- Create charts, graphs, and tables as needed to support grant proposals
- Develop comprehensive organizational and project-specific budgets for clients
- Draft LOIs and make final revisions as instructed

Project Management

- Follow up with clients to ensure materials are received in a timely fashion
- Review grant proposals to ensure all sections are in place, all required guidelines are followed, and all prerequisites for application are complete (e.g. sam.gov)
- Mail, upload, and/or submit all required documentations as requested by funders & prior to deadlines
- Ensure timely submission of LOIs as well as progress and final/closeout reports
- Create and maintain project calendar and track deliverables including but not limited to LOIs, proposals, progress and final/closeout reports
- Generate and submit progress and final/closeout reports in a timely manner

Operational Support

- File electronic copies of all grant materials including grant guidelines, LOIs, grant proposals, grant applications, reports, and other pertinent information in client Google Drive folders
- Make final hard copies of grant applications if requested
- Mail final copies of grant applications if requested
- Contribute content for Facebook, blog, and other social media as needed
- Other duties as assigned



Required Qualifications

- Bachelor's degree or the equivalent of four-year work experience if lacking a Bachelor's degree
- Strong writing and editing skills
- Knowledge of or experience with grant writing and management for foundation, state and federal grants
- Familiarity with nonprofit budgets and ability to create spreadsheets
- Understanding of nonprofit organizations
- Detail-oriented, self-motivated, and work well under limited supervision
- Ability to maintain confidentiality of sensitive information
- Ability to prioritize and multitask, work well in a fast-paced environment, and deliver on time

Preferred Qualifications

- Possess a positive, can-do attitude that works well with others
- Ability to think creatively and strategically to problem solve as issues arise
- Knowledge of or experience with grant writing and management
- Familiarity with budgets and ability to create spreadsheets
- Understanding of nonprofit organizations
- Experience with creating graphics, charts, and flyers
- Strong planning and organizational skills
- Resides within the state of Montana

How to Apply

To apply, please submit to Breanna Polacik at breanna@dottedifundraising.com:

- A 1-page cover letter that explains why you are interested in this position, your experience with nonprofit organizations, your knowledge of grant writing, and why you'd be a good fit for our team.
- A resume or CV
- List of three (3) references including contact information

*Applicants being considered for an interview will be asked to complete a writing exercise in order to demonstrate grant writing ability.

Applications accepted until the position is filled. Questions regarding the job application process can be directed to: Breanna Polacik at 406-600-2921 or breanna@dottedifundraising.com.