



Position Profile
Grantwriter
Quality Trust



Quality Trust for Individuals with Disabilities seeks a full-time contract Grantwriter to handle all aspects of finding, applying for and maintaining grants for the organization.

About Quality Trust

Quality Trust, a 501(c)(3) nonprofit, serves as an independent advocacy and monitoring organization in the District of Columbia. Initially created as part of a settlement agreement in a long-standing class action litigation, Quality Trust has grown into a multi-dimensional organization providing support and assistance to children and adults in the District of Columbia and beyond. Quality Trust is known for its commitment to supporting people with developmental disabilities to live the best life possible and provides national leadership around the promotion and exercise of individual rights.

Quality Trust has a dedicated, passionate, professional staff of 21 and an annual budget of \$2.9M. Quality Trust's revenue comes from a variety of sources, including donations, grants, contracts, and investments. For more information, please visit DCQualityTrust.org.

The Position

The Grantwriter will be responsible for all aspects of grantmaking for Quality Trust. The responsibilities are to:

- Conduct prospect research and identify appropriate grant opportunities for Quality Trust.
- Maintain data on all grant prospects, including previous applications, funder priorities, application deadlines and requirements, and fit with Quality Trust's mission, vision, and values.
- Meet with project teams to discuss proposal ideas and clarify all information required for grant applications.
- Prepare initial drafts of all grant applications.
- Coordinate feedback and revisions of all grant proposals.
- Coordinate the budget and all other supporting documents for grant proposals.
- Submit all final proposals.
- Input data and ensure accuracy of the organization's donor database related to all grant awards.

Experience and Attributes

- 3-5 years of experience in nonprofit fundraising required
- Bachelor's degree in business, nonprofit management, or a related field preferred
- Superior written and oral communication skills
- Proficient ability to prioritize work and handle multiple projects simultaneously with a condensed schedule
- Capable of working under deadlines in a fast-paced environment
- Excellent project management skills and proven attention to detail
- Ability to work with and maintain confidentiality as it pertains to the filings of sensitive and confidential information
- Ability to work independently and under general supervision. Communicate changes in work schedule or delays in completion of projects
- Advanced knowledge of Microsoft Office Suite (Word, Excel, Access, and Outlook)
- Excellent interpersonal skills including patience, flexibility, consideration, discretion, tact, confidence, and initiative
- Personal interest in and commitment to disability rights preferred

This position is a 6 month full-time contract for \$35K.

Application Process

Quality Trust is partnering with Dragonfly Central to find the best candidate for the Grantwriter position. To apply, email a cover letter that details your fit with the position's requirements and a chronological resume to grantwriter@dragonflycentral.org

For all other inquiries, contact Ginna Goodenow at ginna@dragonflycentral.org.

Quality Trust is an equal opportunity employer and does not discriminate on the basis of race, color, citizenship status, national origin, ancestry, gender identity or expression, sexual orientation, age, religion, creed, physical or mental disability, marital status, genetic status, veteran status, political affiliation, or any other factor protected by law.