



Job Description ~ Open Position

Grant Writer

Reports to	Chief Executive Officer
Minimum Requirements	Bachelor’s Degree in English, Journalism, Communications or Public Administration; Exemplary written and verbal skills; Able to develop, research, execute, and measure complex short- and long-term plans; At least three years’ experience in administration in a non-profit agency or equivalent management/administrative experience; Valid AL driver’s license, reliable transportation, good driving record, auto insurance, and proof of COVID-19 vaccination(s); Must successfully complete pre-employment process.
Preferred Qualifications	Master’s Degree; Five years’ experience.
Overall Mission	Gather documentation and fulfill the necessary requirements of various funding bodies to formally secure funding on behalf of AIDS Alabama.

Areas of Responsibility

1. Ability to understand the needs of both AIDS Alabama and organizations with grant money.
2. Capacity to read, interpret, and understand complex federal and governmental grants and then write successful proposals for funding.
3. Capability to seek out and write grants from foundations, United Way, or any other funding sources that will further the mission of AIDS Alabama.
4. Act as a representative of AIDS Alabama in working with the City of Birmingham, State of Alabama, Alabama Department of Public Health, and other government partners.
5. Attend all monthly “Grant Track” meetings to stay aware of funding needs and shortfalls for the agency as they occur.
6. Seek Executive staff approval before writing grants for any new projects to ensure that they align with the agency’s mission and other programs.
7. Participate in special projects as requested by Executive Staff.
8. Other duties as assigned.

Work Environment

1. Schedule: Work hours are full time and occasionally include nights, weekends, and travel.
2. Physical: May lift up to 50 lb. occasionally; long periods of standing, stooping, bending, and sitting. Employee must be able to climb stairs, read documents, and respond to written communication and be able to hear and understand the English language.
3. Cultural/Environmental: Must be comfortable working with individuals and/or family members living with HIV (or other STIs), as well as those with impaired cognitive behaviors, individuals experiencing homelessness, LGBTQ individuals, and members of various racial/ethnic communities.

Overall Expectations

The employee will be expected to represent the agency in person and through all other methods of communication in a way that reflects the agency’s mission. Staff are expected to adhere to all AIDS Alabama Policies, Procedures, and Guidelines (including, but not limited to, Human Resources/ Personnel, Finance, Operational, and Housing) as presented and as adapted. The employee will establish a strong, solid line of communication with all levels of staff and external business partners. All employees are expected to perform and communicate openly, effectively, and professionally with staff members, consumers, community members, and external business partners. Candidates must be willing and able to complete all training in obligatory timeframes. Staff participation in agency activities, testing events, and fund-raising events is expected as necessary and

requested. Be aware that any breach of confidentiality is grounds for dismissal. This job description can be modified to reflect additional tasks.

AIDS Alabama expects staff to create a safe space where all people are valued, respected, and treated with dignity; sexuality is accepted as a healthy part of being human. In such a space, all people would be celebrated for who they are and provided with the economic, educational, and social opportunities to reach their full potential.

AIDS Alabama is an equal opportunity employer.

Employee's signature

Date

Human Resources signature

Date