

GRANT WRITER

PART TIME, HOURLY



ABOUT US

The Metanoia Project is a 501c(3) nonprofit seasonal shelter founded in 2007 in Cleveland, Ohio. Our mission is to change hearts, fill gaps, and save lives. We do this through authentic relationship building and resource linkage with people experiencing unsheltered homelessness.

ORGANIZATIONAL CULTURE

Metanoia Project staff are mission-focused and grounded in the organization's mission. They are passionate and dedicated to helping people experiencing homelessness. This is challenging, complex work, which can be difficult and stressful at times. Staff and Board of Directors pride themselves on Metanoia's unique and effective program model, the smaller seasonal shelter approach offered to guests and person-centered approaches. Collaboration is key to the success of the organization, both internally and with community partners.

Metanoia Project has faced and continues to adapt to significant challenges as a result of the Covid-19 pandemic. Metanoia Project staff and board members have confronted each challenge with adaptability, creativity, and continued commitment to the person-centered approach and to advancing the mission.

POSITION OVERVIEW

The Grant Writer is a pivotal part-time position responsible for diligently seeking out and securing both foundation and government grants. This role is indispensable in guaranteeing the sustained operation of the organization throughout the critical winter shelter season. By adeptly navigating grant applications and cultivating relationships with funding entities, the Grant Writer plays a vital role in fulfilling our mission to provide essential services to those in need during the challenging winter months.

CHANGE HEARTS. FILL GAPS. SAVE LIVES.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Conduct prospect research to identify new funding opportunities
- Write and, with approval from Executive Director, submit proposal responses
- Create and manage a fundraising calendar/schedule
- Maintain pertinent records
- As able, contribute to other fundraising related tasks including marketing (social media, website) and data

REPORTS TO

Executive Director

QUALIFICATIONS

Successful candidates will have:

- Bachelor's degree in a relevant field, or equivalent education, training, and/or (2) years of non-profit grant writing experience
- Ability to write clearly and informatively
- Passion for research and writing
- Highly organized and detail-oriented

**PLEASE SEND COVER LETTER AND RESUME TO
EXECUTIVEDIRECTOR@PROJECTMETANOIA.ORG**



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