

**The Society of St. Vincent de Paul, Council of Orange  
Grant Writer**

**Date: 3/10/2010**

**Job Title: Grant Writer**

**Mission: The Society of St. Vincent de Paul, Council of Orange provides services to children, families, the homeless and the poor regardless of religion, race, gender, sexual orientation, handicap or national origin.**

**About the Position:**

Full-time, experienced Grant Writer. Responsibilities include writing the organization's annual grant proposals, researching grants, and completing/following up on all proposal reporting requirements. Responsibilities also include clerical and administrative duties. The Grant Writer will also assist the Executive Director with PR efforts helping to write and send out press releases as well as contact the media about upcoming events/news. Building/maintaining strong relationships with grant funders is a key component of this position.

**Qualifications:**

One year minimum experience as a grant writer and/or professional writer and a Bachelor's degree or higher desired. Detailed multi-tasker with excellent communication skills and strong grant writing skills. Excellent computer skills.

**Compensation: depending on experience**

**To Apply / Contact Information:**

**Contact by email only. Please send resume to Kathryn Knipe, Human Resources Manager, [kathryn@svdpoc.org](mailto:kathryn@svdpoc.org)**

**Deadline: until position filled**