



**Position:** Grant Writer & Development Associate  
**Organization:** SBP  
**Reports to:** Chief Development Officer  
**Location:** Remote

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**About SBP:**

SBP is an award-winning, innovative nonprofit organization that shrinks the time between disaster and recovery. A leader in volunteer-driven, post-disaster rebuilding. SBP educates, advocates, and improves the disaster recovery sector so that we can collectively achieve more for communities. With a growing team 85+ staff and 240 AmeriCorps members, SBP has rebuilt more than 2,100 homes across 13 states and in the Bahamas, and shared best practices with many more.

SBP's vision is to embrace constant improvement, community-wide collaboration, and clear benchmarks to reduce human suffering caused by the tolls of delay in recovery. By pairing resilience training with recovery operations, we strive to reduce the need for our rebuilding services over time by increasing preparedness among vulnerable communities.

SBP encourages individuals who are hungry for change and eager to innovate to join our team so that we can change the future of disaster recovery together.

**Position Summary:** SBP's Grants and Development Associate is a business development and fundraising position reporting directly to the Chief Development Officer while working closely with the National Grants & Development Manager and other development team members to achieve annual and long-term fundraising goals. Grants from national and local foundations make it possible for SBP to give more families a predictable path home after a disaster, and for SBP to build upstream solutions to problems within the disaster recovery sector. The Grants and Development Associate is responsible for identifying new local and national grant opportunities, writing proposals and writing impact reports to achieve aggressive revenue growth goals.

SBP is seeking a self-driven, resilient and resourceful professional who is a compelling and effective writer. Previous grant writing experience is not a requirement but is preferred. This candidate must be experienced in proficient and quick professional correspondence. In addition to grant research, writing and reporting, the Grants and Development Associate, along with all members of the development team, participate in special projects and growth opportunities throughout the year.

**Qualifications:**

- Bachelor's degree in a related field, and 3-5 years' experience in professional writing and correspondence
- Proven ability to research new opportunities, foundation alignment, and identify prospects that align with SBP's strategic vision
- Excellent written, oral communications and interpersonal skills; ability to listen and assess the interests of various audiences and communicate ideas in person or in writing in a clear and articulate manner to compel individuals to action
- Ability to exercise good judgment, demonstrate an understanding of ethics related to fund development activities and to use discretion in interactions with donors, prospects, volunteers, and others
- Previous experience with fundraising or project management software programs like Salesforce, Raiser's Edge, Foundation Center, etc.
- Self-starter and team player with energy, resourcefulness and a flexible mindset

- Flexibility to occasionally work in the evenings and/or on weekends in order to support or attend meetings and events, and to meet deadlines
- Proficient in Microsoft Office, email, social media, database, etc
- Able to satisfactorily pass a Criminal History Check to include sex offender registry, State Police, and FBI.

### **Responsibilities**

- Writing grants is the primary responsibility for the individual in this role. This individual will work strategically with the National Grants and Development Manager to achieve success through new grant opportunities, which benefit both national programs and individual operating site needs.
- Perform comprehensive research of grant opportunities through traditional and non-traditional (creative and curious) methods.
- Manage grant-related administrative processes including (but not limited to) communicating new grants to appropriate SBP team members, uploading all information to the organization database, ensuring approved language is properly stored for organization-wide use, flagging report due dates.
- Cultivate foundation relationships through timely impact reports and regular touchpoints.
- Manage his/her grant portfolio.
- Support goals of the Development Department and SBP leadership through miscellaneous projects such as fill-on communications work and partnerships, as needed.

### **Performance Expectations**

- Able to juggle multiple, competing priorities.
- Able to adjust to manage urgent needs, forthcoming deadlines and quick turnarounds.
- Exceptionally self-motivated and curious.
- High level of personal accountability.
- Align work performance with SBP's core values.
- Top-notch written communication and interpersonal skills.
- Detail-oriented with strong troubleshooting, analytical and problem-solving abilities
- Working knowledge of all facets of social media management.
- Superior work ethic and high energy level.
- Desire and ability to work, grow and learn in a startup environment.
- Plan and meet deadlines.
- Maintain a flexible work schedule to meet the demands of executive management.
- Demonstrate initiative and work as a team player.
- Convey a professional and positive image and attitude regarding the organization and the not-for-profit sector.
- Demonstrate commitment to continued professional growth and development

[To Apply, Please Click Here](#)

*SBP is building a diverse and experienced staff. The organization encourages multiple perspectives and experiences, supports a multicultural environment, and strives to hire and retain a diverse workforce that reflects the populations we work with and the communities where we work. Our hiring and business practices appreciate the strengths offered through different backgrounds.*

*SBP is an equal opportunity, affirmative action employer and is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. All qualified applicants will receive*

*consideration for employment without regard to age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity. It is the policy of SBP not to discriminate against any individual, person, or group on the basis of disability and the intent of SBP to address any complaints that may arise pursuant to Section 504.*

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