



Animal Allies Humane Society

Job Title: Grant Writer

Status: Part-time (20 hours per week)/Non-Exempt

Reports To: Executive Director (ED)

Date: January 2023

ORGANIZATION

Animal Allies Humane Society (AAHS) is a ground-breaking, regional humane society serving northeastern Minnesota whose mission is to provide a loving home for every pet by reducing overpopulation, increasing adoption and fostering humane values.

Founded in 1958, the Duluth, Minnesota-based nonprofit organization operates an animal shelter and humane education programs that serve more than 2,000 animals and 16,000 people per year. In 2009, the organization opened a new shelter that more than doubled adoptions.

With an annual operating budget of 1.8 million, the organization is staffed by full-time and part-time employees, funded by 4,000 financial supporters and robust fee-based programs, supported by more than 230 volunteers and governed by a 12-member Board of Directors. The organization owns and operates a \$3.5 million 12,000 square foot animal shelter.

SUMMARY

Pioneering regional humane society serving northeastern Minnesota seeks a Grant Writer to write coherent, organized, and compelling grant proposals for our organization. The Grant Writer must support a team-based, animal-focused and customer-focused service model and share the philosophy of an organization dedicated to eliminating euthanasia of healthy animals in the Duluth area.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsibilities include, but not limited to:

- Research and identify grant funding opportunities.
- Write, submit and manage all grant proposals.
- Produce follow-up reports, final reports and supporting documents for each new and existing grant.
- Develop relationships and collaborate with key stakeholders.
- Track and report spending for all grants with restricted funds.
- Maintain records and reports on all grant projects.

GRANT WRITER REQUIREMENTS:

- 2+ years of grant writing experience.
- Proficient with measuring and reaching income goals.
- Proficient with MS Office and Google Workspace.
- Excellent organizational skills.
- Ability to meet deadlines.
- A self-starter; able to work independently.
- A passionate commitment to the AAHS mission and vision statement.
- Must be able to collaborate with staff and the community by thinking outside the box to create/maintain AAHS as a cutting-edge facility and create innovative programs to sustain the shelter for the future.
- Uphold the highest standards of professional and personal accountability and integrity.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without accommodations. Individuals may need to sit or stand as needed. This position may require walking primarily on a level surface for periodic periods throughout the day. Reaching above shoulder heights, below the waist or lifting is required to store documents or materials. Proper lifting techniques required.

WORK ENVIRONMENT

In the performance of this position, you will occasionally be exposed to animal shelter areas, interactions with domestic animals of varying temperaments and cleaning/disinfectant chemicals. This will require you to use provided personal protective equipment such as: safety glasses with side shields, protective gloves and hearing protection. The use of this and any other protective equipment is mandatory.

For the most part you will find ambient room temperatures, lighting and traditional equipment as are found in a typical Animal Care and Control facility or Animal Shelter.

This job description is not a contract of employment.

Signature _____ Date _____

Executive Director _____ Date _____