

Prerequisites

- Be a member of AAC in good standing
- Maintain a commitment to the AAC Mission and Goals
- Bachelor's Degree, preferably in English, journalism or related field
- 2+ years of previous grant writing experience preferable
- Computer literate, comfortable with internet research and online applications
- Ability to work independently, set priorities, complete work timely and accurately
- Solid writing skills
- Show a knowledge of non-profit resource development techniques
- Develop grant project descriptions, and evaluation plans
- Establish and maintain relationships with funders
- Gather necessary budget information for applications
- Write, submit, track and set up for archival of grant applications
- Exhibit skills in written or oral communications
- Have completed previous research and analysis for other grants
- Analyze new strategies for income and provide written recommendations
- Ability to maintain confidentiality
- Willing to sign off on the American Adoption Congress Code of Ethics, Corrective Action Policy, Conflict of Interest Policy and all other documents within the Board Member Policies and Procedures Handbook
- Will make every effort to attend the annual AAC International Conference
- E-mail access

Term of Service

The Grant Writer is appointed by the President, and approved by the Board. The Grant Writer serves at the pleasure of the Board of Directors. This position shall server a 3 year term.

Responsibilities

Collaborates with agencies and foundations to identify fundable projects fitting AAC mission, conducts research, and writes proposals to secure privately and publicly funded grants for agencies, general operations and capital projects.

Procedures

The AAC Grant Writer will:

- Collaborate with agencies and departments to identify fundable projects fitting the AAC's organizational strategies.
- Consult with agencies on grant research, determination of asset needs, proposal development and project management.
- Cultivate relationships with foundations which will benefit the AAC.
- Create and maintain required reporting to the AAC Treasurer on the status of projects and the appropriation of funds.

- Recommend policies and procedures to support the AAC grant development program.
- Create grant development resources for the AAC organization and educate staff members about grants.
- Advise the AAC Board of Directors of any opportunities for developing new grant development initiatives and innovations.

Equipment

All equipment supplied by the AAC remains the property of AAC. It must be returned to the organization when no longer needed for AAC business.