



**Job Title:** Grant Writer

**Reports to:** Philanthropy Coordinator

**To Apply:** Send resume and cover letter to Kari Grim at [kgrim@saintfrancisdogs.org](mailto:kgrim@saintfrancisdogs.org)

**Position:** Part Time or Contract

**Salary:** Commensurate with experience

**Location:** 8232 Enon Drive, Roanoke, VA 24018 – remote or hybrid possible

### **About us:**

#### ***Vision***

Empowering and transforming the lives of people with disabilities -  
One dog, one person, one family, one community at a time

#### ***Mission***

Saint Francis Service Dogs is a nonprofit organization whose purpose is to help people with disabilities achieve their goals and have greater independence through partnership with exceptional service and facility dogs.

#### ***The Saint Francis Service Dogs Difference:***

We are committed to:

- Focusing on high quality breeding, selection, and training that is personalized to ensure that each dog is uniquely suited to their partner
- Providing initial training and ongoing support to each person or organization for the lifetime of the partnership
- Ensuring that all dogs in our care find their best and highest purpose and live in a loving home that suits their nature, temperament, and individual needs
- Promoting the use and acceptance of qualified service dogs through public and professional education, providing advocacy for service dog partners, and supporting the growth of the service dog industry

We are seeking a passionate and skilled grant writer to help secure funding to sustain our mission.

#### **Job Overview:**

The grant writer will be responsible for researching, writing, and submitting grant proposals to secure funding for Saint Francis Service Dogs. This role requires excellent writing skills, attention to detail, and a deep understanding of our mission, programs, and community impact. The ideal candidate will be proactive, highly organized, and capable of managing multiple projects simultaneously.

**Key Responsibilities:**

- Work closely with Philanthropy Coordinator to manage applications and reports for existing funders
- Research and qualify new grant opportunities from foundations, corporations, government agencies, and other funding sources for general operating support, programs, projects, and capital needs
- Write compelling grant proposals, including narratives, budgets, and all necessary supporting documents, tailored to each funder's guidelines
- With the Philanthropy Coordinator, maintain a calendar of grant deadlines and ensure timely submission of all proposals and reports
- Work closely with program staff and leadership to gather data, outcomes, and success stories to strengthen proposals
- Track and report on the status of submitted proposals to the Philanthropy Coordinator
- Assist in managing and reporting on funded projects, ensuring accurate financial and progress reporting, as required by funders

**Qualifications:**

- Strong writing, editing, and proofreading skills, with an ability to craft clear, persuasive narratives
- Knowledge of the grant writing process, including proposal development, submission, and reporting
- Ability to work independently and as part of a team
- Excellent organizational and time management skills, with the ability to handle multiple projects and deadlines
- Familiarity with grant databases and research tools
- Proven experience as a grant writer, preferably in the nonprofit or service dog sector

**Preferred Qualifications:**

- Bachelor's degree in English, Communications, Nonprofit Management, or a related field, or commensurate experience
- Experience in the service dog or human services sectors
- Knowledge of funding opportunities for disability, service dog, or animal related programs