

DIOCESE OF THE ARMENIAN CHURCH OF AMERICA (EASTERN)

630 Second Avenue, New York, N.Y. 10016 | 212.686.0710 | armenianchurch.us

JOB DESCRIPTION & JOB TITLE:

Grant Writer (Part-Time/Free Lance Position)

SUPERVISOR: Director of Development.

SUMMARY: The Diocese of the Armenian Church of America (Eastern) seeks a part-time **Grant Writer** to secure funding to support the organization's programs and projects, aligning with strategic goals and mission.

Responsibilities include researching, preparing, and submitting proposals, applications and reports to secure both restricted and unrestricted funding. The ideal candidate would possess excellent research, writing, and organizational skills and have a broad understanding of fundraising strategies.

DUTIES & RESPONSIBILITIES:

- Research and identify potential funding opportunities—from government agencies, foundations and corporations.
- Understand the mission, vision, history and programs of the Armenian Diocese to align with potential grants and effectively advocate for funding.
- Write, edit, and submit high-quality, compelling grant proposals within specified deadlines.
- Collaborate with various departments within the Diocese to gather information required for proposals.
- Follow up on submitted proposals and provide feedback to the organization. Keep detailed schedule and records of all submitted, pending, and awarded grants.
- Provide regular reports to senior management on grant writing activities and successes.
- Prepare and present detailed reports to funders and the board of directors.
- Assist with budget management and preparation of financial reports.

QUALIFICATIONS:

- Proven work experience as a Grant Writer or similar role.
- Excellent knowledge of fundraising information sources and written communication skills to effectively write proposals that are persuasive, clear, and concise.
- Outstanding organizational skills and attention to detail.
- Bachelor's degree in English, Journalism, Communications, or related field.
- Interpersonal skills to work closely with various stakeholders, including board members, staff, and potential donors.
- Detail-oriented with the ability to follow strict guidelines and meet all requirements outlined by grant providers. An understanding of budgeting and financial reporting to ensure that grant funds are used and reported correctly.

ADDITIONAL INFORMATION:

- **Work Environment/Location:** This position is primarily remote, with occasional required in-person meetings at the Diocesan headquarters in New York City. Some travel may be required for research or meetings with potential funders.
- **Reporting Structure:** Reports to the Director of Development and Executive Director.
- **Salary:** Salary is based upon candidate experience and qualifications, as well as market and business considerations. \$25-\$35 per hour. Approximately 10 – 15 hours per week.
- **Application Instructions:** Please submit your resume, a writing sample, and a cover letter outlining your qualifications and experience to Fr. Davit Karamyan, Interim Diocesan Administrator, via e-mail at FrDavit@armeniandiocese.org.
- **Equal Opportunity Statement:** We are an equal opportunity employer and value diversity at our company. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.

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