**The Eau Claire Area Hmong Mutual Assistance Association, Inc. is looking for a part time grant writer. If you are interested, you may reach out to Chao Xiong, Executive Director at** **Chao.Xiong@ECAHMAA.org****.**

**Below is a brief description of the desired qualifications:**

**Position:** Grant Writer (Grant Specialist), Part-time (25 hours per week)

**Reports to:** Executive Director

**Classification:** Professional

**Status:** Non-exempt

**Position Summary:** The Grant Writer (GW) will be responsible for identifying grant opportunities, managing the grant development and proposal process, and collaborating with ECAHMAA’s community partners. The Grant Writer compiles timely grant reports and submits to the Executive Director for approval before submission. The GW ensures the success of the ECAHMAA’s programs and services by working in tandem with the Executive Director to secure funds, donations and grants to meet the programs’ budgetary requirements.

**Qualifications:**

* A BA/BS in social work and/or other human services, public policy related field preferred.
* Demonstrated experience in obtaining grants from local, federal, and other philanthropic organizations
* Excellent verbal and written communication skills required
* Strong interpersonal and presentation skills required
* Experience with sourcing opportunities, cold-calling, contact development, and business relationship management
* Detail oriented, adaptable, organized and demonstrated ability to successfully manage multiple projects and tasks
* Excellent computer skills including Microsoft Office, email marketing, and excel spread sheets
* Knowledge of community resources is preferred
* Prior experience with grant writing is preferred.
* The ability to maintain a positive work atmosphere by acting and communicating in a manner that promotes honesty, integrity and cooperation with clients, co-workers, management and the general public is needed
* Must be a team player and demonstrate a willingness to positively contribute to the growth and development of ECAHMAA’s mission and values.

**Note:** the above is not an inclusive list of qualifications. A copy of job description will be provided upon request.

**Compensation:** Based on level of education and experiences

**Benefits:** Employee can earn paid vacation, sick leave time, personal time off (PTO), health insurance and paid holidays after successfully completing 90 days of employment.

**Hours:** Normal office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday. However, Grant Writer may occasionally work from home during the evening and weekend hours to meet grant deadline.