

ROBERT SMITH

Senior Grant Writer

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Highly qualified Grant Writer with experience in the industry. Enjoy creative problem solving and getting exposure on multiple projects, and I would excel in the collaborative environment on which your company prides itself.

SEPTEMBER 2011 - DECEMBER 2012

SENIOR GRANT WRITER - ABC CORPORATION

- Wrote proposals, reports, acknowledgments and budgets for foundations, corporations, government agencies and individuals.
- Worked with agency program staff on grants for general support and programs in the social services while coordinating fundraising efforts with other initiatives and fellow development professionals as a part of a 10+ person department.
- Conducted research to discover potential new sources of support and analyze RFPs/grant announcements.
- Edited and restructured texts where necessary for clear communications.
- Spell-checked and grammar-checked documents; checked citations and sources.
- Ensured that departmental writing was easily understood and logical, avoiding unnecessary technical language and providing all significant and relevant information.
- Fact-checked documents to ensure work remains honest, truthful, and error-free.

2006 - 2011

GRANT WRITER - ABC CORPORATION

- Led grant writing effort which included writing and editing grant proposals, researching potential funding opportunities and presenting those opportunities to the executive team.
- Oversaw Cornerstones social media presence, including Facebook and Twitter, and performed writing and editing responsibilities for the organization website.
- Managed a six-figure grant writing portfolio, including government, corporate and foundation funders.
- Took responsibility for Cornerstones social media presence on Twitter and Facebook, as well as writing and editing copy for the organization website.
- Led foundation prospect research.
- Established 15+ new potential funders.
- Managed grant communications for all of Cornerstones discrete programs, including a free clinic, family support, prisoner reentry and adult education..

EDUCATION

Doctorate in Social Work - 2015(Millersville University of Pennsylvania)

SKILLS

Communication, Computer, people.