



3635 Quakerbridge Road, Suite 16, Hamilton, New Jersey 08619  
Phone: 609.393.9922 ~ Fax: 609.586.1919

**Interfaith Caregivers of Greater Mercer County is dedicated to promoting the independence, dignity and wellness of the homebound elderly and people with disabilities by matching them with supportive and caring volunteers who assist with the tasks of everyday life.**

**Position:** The agency is seeking a part-time **Grant Writer/Manager**. The position is a 10-12 hours per week day-time position, on-site at ICGMC office. During 2021, this position will work remotely until the ICGMC is fully re-opened.

**Description:** The Grant Writer/Manager supports the grant seeking and statistical reporting needs of the agency. Working closely with and under the supervision of the Executive Director, the position assists with grant writing and grant submission activities, addresses grant reporting and program outcome/data requirements, and monitors the agency's database.

**Key Responsibilities:**

- Reviews and provides monthly, quarterly and other programmatic reporting requirements as needed, for all agency governmental and foundation grants;
- Assists with all aspects of grant submissions for the agency including grant writing, new program development, and managing application attachments, as required. Work with the agency's Executive Director to monitor submissions, deadlines, and funders' reporting requirements;
- Provides programmatic, donation and funder statistics as needed to Executive Director and Program staff;
- Attend monthly staff meetings and provide statistical updates on volunteers and receivers;
- Assist with development of grant and program budgets;
- Assist with maintenance of ICGMC donor database;
- Supports all fund development activities or the agency ;
- Provide support to Volunteer Managers and Business manager as needed;
- Assume other duties as assigned by Executive Director.

**Requirements:**

All candidates should have proven interpersonal and communication skills, knowledge of the issues affecting the elderly and persons with disabilities, and familiarity with community resources. Other qualifications include:

- Bachelor's Degree in Communications or a related field
- 3 years of direct grant writing experience
- Proficiency in MS Office products, with expertise in Word, Powerpoint and Access

**Interested parties should email resume to Linda Gyimoty at [jobs@icgmc.org](mailto:jobs@icgmc.org) or call 609-393-9922 for more information.**

**EOE**

*MISSION: Promote the independence, dignity and wellness of homebound elderly and people with disabilities by matching them with supportive and caring volunteers who assist with the tasks of everyday life.*

**[www.ICGMC.org](http://www.ICGMC.org)**