

POSITION: Grant Writer/Community Outreach Liaison

Hughes United Methodist Church
10700 Georgia Ave. Wheaton, MD 20902

Hughes United Methodist Church UMC (Hughes), located in the Wheaton area of Silver Spring, Montgomery County, Maryland, is part of The Baltimore-Washington Conference. Hughes is seeking someone with excellent grant writing and community outreach experience to help support the County Food and Resource Hub.

POSITION: Grant Writer/Community Outreach Liaison

POSITION SUMMARY

The Grant Writer/Community Outreach Liaison responsible for researching new grant opportunities, writing grant applications, and following through to completion. Responsibilities also include engaging the community to meet the needs of Silver Spring residents.

GRANT WRITER RESPONSIBILITIES:

- Research and review grant opportunities awarded by federal/local government and those awarded by non-federal entities.
- Prepare proposals by determining concept, gathering, and formatting information, writing drafts, and obtaining approvals.
- Determine proposal concept by identifying and clarifying opportunities and needs, studying requests for proposal (RFPs), and attending strategy meetings.
- Meet proposal deadline by establishing priorities and target dates for information gathering writing, review, approval, and transmittal.
- Improve proposal-writing results by evaluating and re-designing processes, approach, coordination, and boilerplate.
- Prepare necessary reports to meet the grant requirements and compliance.
- Update job knowledge by participating in educational opportunities; maintaining personal networks.

COMMUNITY OUTREACH RESPONSIBILITIES:

- Identify the assets, needs, issues, and concerns of the residents of Wheaton area of Silver Spring with special emphasis on the faith community and helping the faith community present its needs and issues.
- Plan and schedule regular outreach events/activities in the community
- Maintain a calendar of outreach activities, including community events, workshops, appearances, and other communication opportunities.
- Nurture former as well as add new relationships with collaborative partners.
- Work with the staff members of the Office of Community Partnerships of Montgomery County to help Hughes to become a reliable resource for outreach needs and concerns.

WORK HOURS & BENEFITS

Office hours 9:00am-5:00pm (M-F). Time flexible due to church/community activities.

Health Insurance will be offered.

Salary \$51,500

QUALIFICATIONS

- Presentation skills
- Written communication
- Graphic design skills
- Technical documentation
- Layout skills
- Problem solving
- Deadline-oriented
- Process improvement
- Coordination

- Strategic planning
- Market knowledge

EDUCATION, EXPERIENCE, AND LICENSING REQUIREMENTS:

- Bachelor's degree in English, Journalism, Media, or related field
- Community networking and outreach experience
- Speak, read, and write English and Spanish or Portuguese, preferable.
- Minimum of 1-year experience in grant writing, prospect research, general fundraising, or a minimum of 2 years comparable and transferable skills acquired in a professional setting.

Please send your cover letter and resume to:

Senior Pastor: djuliawingeier50@gmail.com and

Mark Weaver: mdweaver621@gmail.com