



Ronald McDonald House® Mountain West Job Description

Title: Grant Writer	Pay Grade: D
Location: 935 E South Temple, Salt Lake City, Utah	Position Type: Part Time, Non- Exempt
Current Employee: TBD	Reports to: Chief Philanthropy Officer
Team: Stewardship & Major Gifts, Development	Revision Date: May 2026

Our Culture: We provide essential services that strengthen families, remove barriers, and help ensure the best possible outcomes when children need healthcare

Current Programs: SLC Ronald McDonald House, SLC Primary Children's Hospital Family Rooms (3), University of Utah Hospital Family Room, Lehi Primary Children's Hospital Family Room, Taylorsville Behavioral Health Campus Family Room, Ogden Regional Medical Center Hospitality Cart

Benefits: Paid Time Off, EAP, 401K

Position Summary:

The Grant Writer is a valued member of the Development Team at Ronald McDonald House who is responsible for research, tracking, preparations, submissions and reporting for proposals and grant applications, with inspiring and effective professional donor communications. The Grant Writer will assist the Chief Philanthropy Officer in developing and implementing annual funding strategies, coordinating efforts, and supporting relationships with the organization's new and existing donors.

The Grant Writer is responsible for professional and administrative work, researching, identifying, developing and responding to grant opportunities and tracking/follow-up. This position requires the ability to identify new grant funding opportunities, secure new grant funding as well as retain existing corporate and foundation grant funding. The Grant Writer should be organized, attentive to detail, have excellent interpersonal skills, and strong writing skills.

Primary Duties and Responsibilities include:

Grant Writing

- Manage the full grant lifecycle for corporate and foundation funding opportunities, including prospect research, proposal development, submission, reporting, and post-award stewardship.
- Research, identify, and qualify new corporate and foundation funding prospects while maintaining a pipeline of prospective funders.
- Prepare compelling letters of inquiry, grant proposals, reports, and other written funding requests that clearly communicate Ronald McDonald House's mission, programs, outcomes, and community impact.
- Align funding requests with grantor priorities and requirements, using quantitative and qualitative data to demonstrate program effectiveness and outcomes.

- Coordinate with internal staff to gather supporting documentation, including budgets, program data, evaluations, and beneficiary stories, for grant applications and reports.
- Monitor grant deadlines, proposal status, reporting requirements, and compliance obligations to ensure timely submissions and fulfillment of grant commitments.
- Track and manage grant activity, donor records, and funding opportunities within Instrumentl, Salesforce, and other tracking systems.
- Prepare grant funding reports, summaries, and recommendations to support organizational planning and revenue goals.

Fund Development

- Cultivate, steward, and strengthen relationships with existing and prospective corporate and foundation partners to support donor retention and growth.
- Partner with the Development team to write and submit funding requests and sponsorship proposals for annual campaigns, including the Open Hearts, Open Doors annual room sponsorship program, and other special fundraising initiatives.
- Support the achievement of annual corporate and foundation fundraising goals through strategic prospecting, solicitation, stewardship, and reporting activities.
- Serve as a primary liaison for foundation and corporate funders, maintaining regular communication and ensuring excellent donor stewardship.

Donor Stewardship & Collaboration

- Assist the Chief Philanthropy Officer in implementing stewardship strategies, donor communications, presentations, meetings, and recognition activities for corporate and foundation supporters.
- Coordinate stewardship touchpoints, reporting, and engagement activities to strengthen long-term donor relationships.
- Collaborate closely with Development, Program, and Database staff to ensure accurate donor records, timely updates, and effective grant administration.
- Recommend improvements to grant management processes, workflows, and stewardship practices to increase efficiency and effectiveness.

Other Duties and Responsibilities:

- Adhere at all times to RMH's stewardship policy and maintain strict confidentiality with privileged donor information.
- Collaborate with Development, Program staff, and volunteers as appropriate to support organizational goals and initiatives, while prioritizing grant writing and grant management responsibilities.
- Perform administrative aspects of the position, utilizing volunteer and department team support when available to maximize efficiency and effectiveness.
- Attend RMH events and provide support as needed, based on scheduling availability and organizational priorities.

- Attend monthly staff and department meetings.
- Provide coverage during vacations, holidays, or other staffing needs as reasonably assigned.
- Perform other duties as assigned to support the mission and operations of RMH.

Work Environment

- Most work is conducted in an office environment; limited hybrid work may be possible after the completion of training as approved by the supervisor.
- The schedule for this position will be Monday through Friday between the hours of 9:00am – 5:00pm, dependent on the needs of the department.

The Person:

Experience Required:

5+ years of combined experience with proven expertise in the following areas:

- Grant Writing, Project Management
- BA/BS in communications or related field or equivalent professional and education experience
- 3+ years of increasing responsibility in nonprofit fundraising, grant writing and development activities, non-profit operations
- Proven leadership and problem-solving skills
- Demonstrated ability to effectively manage multiple projects and meet deadlines.

Knowledge, Skills, Abilities

- Ability to build and maintain effective relationships with community members, donors, and other stakeholders.
- Ability to work independently with minimal supervision while contributing effectively as a collaborative team member.
- Demonstrated adaptability, flexibility, and a positive approach to change and shifting priorities.
- Ability to establish goals, implement strategies, and support organizational mission and objectives.
- Excellent written and verbal communication skills, including strong grammar, active listening, and the ability to tailor messaging to diverse audiences.
- Ability to present information clearly and concisely and interpret both verbal and written communications effectively.
- Strong organizational, time management, and project management skills, with the ability to manage multiple priorities and meet deadlines.
- Strong attention to detail and commitment to maintaining high standards of quality and professionalism.
- Proficiency in Microsoft Office Suite and familiarity with internet-based and database management software.
- Demonstrated analytical thinking, problem-solving, and decision-making skills.
- Creative, self-motivated, and proactive approach to work.
- Ability to stay informed of industry trends and apply relevant insights to support organizational success.

Other:

- Interest in and ability to articulate the mission of this nonprofit.

Essential Physical and Sensory Requirements:

- This position requires regular sitting, standing, walking, bending, with occasional reaching, climbing, carrying and lifting of up to 30lbs.
- Attendance at events may be indoors or outdoors, in possibly inclement weather. In conjunction with certain events, employees may be required to lift packages and stand for periods.
- Must possess a valid driver's license and have access to a personal motor vehicle.

Background Check and I-9 Requirement:

- Ability to successfully pass criminal background/sex offender registry check and receive work authorization through the I-9

Additional requirements

- Eligibility to operate company vehicles, maintaining a valid driver's license and satisfactory MVR
- Willingness to meet Ronald McDonald House immunization requirements due to proximity with vulnerable patients and their families.

Ronald McDonald House Mountain West is an equal opportunity employer and values a diverse workplace

Acknowledgement:

Ronald McDonald House Mountain West reserves the right to change and/or modify the job requirements, responsibilities, and qualifications for this position to meet changing organizational needs. Further, these statements are intended to describe the general nature and level of work involved in this job. This job description is not intended to represent all functions, duties, and responsibilities of the associate holding this job title, or to alter the at-will nature of their employment. I understand and acknowledge that the above description represents our aligned understanding as to the general responsibilities and expectations of the job to be performed and in no way constitutes a contract.

Employee Name

Employee Signature

Date