



Join our Team!

Job Title: Grant Writer

Part-Time: 12-4, M-F

Responsibilities

Prepare grant proposals for funding to support GVCO programs

Prepare public acknowledgement of grants received by GVCO

Write grant reports for funding received by GVCO

Assist with fundraising efforts through Colorado Gives/Grand Valley Gives

Represent GVCO to local organizations, including local government

Work with local, state, and federal agencies to secure funding for GVCO

Work with local, state, and federal philanthropic organizations to secure funding for GVCO

Reports to the Executive Director

Skills

Excellent communications skills, including both written and verbal communication

Proficient with technology

Strong collaboration skills

Knowledge of budget reports and financial documents

Excellent attention to detail

Experience preferred

College degree required

Salary commensurate with education and experience

Please a letter of interest and resume to: careers@catholicoutreach.org

No phone calls, please.