

### **Grant Writer – Job Description**

Are you looking to work for a small, growing company where you can make a difference within the organization and in the lives of millions of children? Are you interested in supporting educational products that help children to learn?

AWE Learning is hiring an experienced, innovative, and outgoing individual with a demonstrable record of consistent grant writing success. AWE Learning's digital solutions for early learning provide users with an engaging and interactive educational experience that assists in school readiness, academic intervention and enrichment.

The **Grant Writer** will be responsible for identifying grant opportunities, managing the grant development and proposal process, and collaborating with AWE Learning customers. Candidates must possess excellent verbal and written communication skills, a professional and resourceful demeanor, the ability to work both independently and as a team player, and a desire to take initiative and manage numerous projects simultaneously. This position is based out of AWE Learning's headquarters in Chester, PA and reports to the President & CEO.

### **Qualifications**

- Bachelor's Degree required
- Demonstrated experience in obtaining grants from non-profits, charities, and other philanthropic organizations
- Excellent verbal and written communication skills required
- Ability to manage rejection and overcome common proposal objections
- Strong interpersonal and presentation skills required
- Experience with sourcing opportunities, cold-calling, contact development, and business relationship management
- Detail oriented, adaptable, organized and demonstrated ability to successfully manage multiple projects and tasks
- Excellent computer skills including Microsoft Office, email marketing, and CRM tools

### **Duties & Responsibilities**

- Research and identify grant opportunities based on funding amount needed, location, and organization project
- Track and create a calendar of grant opportunities – including deadline dates, required materials, etc
- Complete and submit grant applications to secure funding
- Successfully understand and communicate mission and vision of company applying for the grant
- Maintain chart of grant applications: including grants applied to, status of application, grant deadline
- Communicate with foundations, if needed, to confirm an organization is applicable to apply for funding
- Identify all requirements of grant to ensure all necessary attachments are submitted on time

- Prioritize grants to apply for (based on size of grant and time funding is released)
- Create and update grant FAQ document to provide organizations applying for their own grants

### **About AWE Learning**

AWE Learning provides comprehensive digital learning and early literacy solutions for early childhood education in public libraries. Through our dedication to high quality, STREAM-aligned content that is easy to use, we collaborate with libraries to highlight their role as community leaders in the pursuit of learning. AWE Learning is based just south of Philadelphia in Chester, PA. We are located along the Delaware River waterfront in a historic, renovated electrical power plant that is now a full-service office building. Amenities include free secure parking, on-site cafeteria, and free gym access for all employees. Learn more at [www.awelearning.com](http://www.awelearning.com).

### **Salary & Benefits**

This is a full time salaried position. We value our employees' time and efforts. Our commitment to your success is enhanced by our competitive compensation and benefits package including paid vacation, flexible hours, medical benefits, and future growth opportunities within the company. To learn more about us, please visit our website at [www.awelearning.com](http://www.awelearning.com).

If you are interested in applying for this position, please submit your resume or CV, cover letter, and salary requirements to [sorgid@awelearning.com](mailto:sorgid@awelearning.com).

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