

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Solicit letters of support and intent from external partners
- Gather and prepare information for reports and submit to federal agencies and foundations
- Compile required documents for proposal submission
- Research and compile statistics and other data for proposals
- Write proposals, acknowledgement letters, and award briefs
- Coordinate with other departments to launch funded programs
- Conduct prospect research on foundation and corporate funders
- Maintain accurate database records for grants
- This position is  **non-exempt, paid**  **hourly**  exempt, paid  salaried
- This position is  **regular full-time**  regular part-time  special project,  on-call, scheduled for **40** hours/week.

Working Conditions:

- Physical Demands: 90% Sitting 8% Standing 2% Lifting/Carrying/Pushing/Pulling 20 Pounds

**KNOWLEDGE/SKILLS/ABILITIES:**

BASIC REQUIREMENTS:

- Excellent verbal and written communication skills
- Upbeat, can do attitude
- Excellent office, computer, customer service, and administrative skills
- Detail oriented
- Competency with databases (Raisers Edge preferred), Microsoft Office, and Excel
- Ability to effectively manage and track multiple projects simultaneously
- Work well under pressure with a high degree of accuracy and ability to meet stringent deadlines
- Ability to be self motivated with excellent problem-solving, organization and interpersonal skills

**EDUCATION & WORK EXPERIENCE:**

BASIC REQUIREMENTS:

BA or equivalent work experience  
Four years of administrative/office support experience  
Demonstrated writing ability

**ADDITIONAL REQUIREMENTS/PREFERENCES; INCLUDING LICENSES AND CERTIFICATIONS:**

BASIC REQUIREMENTS:

- Pre-employment checks such as criminal background check and reference checks

**To apply for this opening and be considered, please read all of the information below and follow the application instructions carefully.**

- Please complete an OMSI employment application.
- If you are interested in more than one position, you must submit a separate application for each position. All materials submitted become the property of OMSI and will not be returned.
- If you send an application without specifying an open position, it will not be considered and we will not retain it.

- If you send a resume without completing an application for an open position, it will not be considered and we will not retain it.
- You have the option to include a resume of your work experience and a cover letter with your completed application.
- You must also meet **ALL** the basic requirements listed on our job postings.

**Position Open Until Filled.**

**Pay: \$14.26 - \$17.48 per hour**