



2315 Chicago Avenue South  
Minneapolis, MN 55404

Phone | 612.871.5900

Fax | 612.871.0017

Web | [www.oscs-mn.org](http://www.oscs-mn.org)

**Position Title:** Grants Specialist

Our Saviour's Community Services (OSCS) provides dignified shelter and housing for single adults, and basic education classes to adult English language learners in the Phillips Community of South Minneapolis. OSCS takes its name from Our Saviour's Lutheran Church, which founded our programs in the early 1980s. In 2004, we became a legally and financially independent nonprofit and are not a religious organization. Find more about OSCS at <http://oscs-mn.org/>

We offer employees the ability to make a meaningful contribution to the community. We offer a flexible, hybrid working environment. We also provide excellent benefits, including: Generous Paid Personal Leave and Extended Illness Leave benefits; Paid Holidays; a choice of Four Medical Plans with 80% Employer contribution toward premiums; Dental and Vision with 50% Employer contribution toward employee premiums; Employer-paid Short and Long Term Disability and Life Insurance; professional development opportunities; voluntary benefit options including HSA; and participation in 403(b) retirement plan after one year, with employer match.

**This Role:** The Grants Specialist is responsible for researching, preparing, presenting, and publishing appropriate information in order to maintain relationships with and secure funding from foundations, corporations, government contacts, and community groups who financially support Our Saviour's Community Services.

This position is non-exempt, regularly scheduled at 40 hours per week, and reports to the Development and Communications Manager. This position works collaboratively with other members of the Development Team, as well as other Program staff members.

**Position Responsibilities:**

- Produce and ensure the timely submission of grant proposals, reports, and acknowledgements.
- Maintain all files related to grants, including an annual grants calendar, standard proposal materials, and archives.
- Support other team members in preparing for site visits and external meetings related to grants.
- Develop and cultivate relationships with existing and new funders.
- Meet with funders, providing information, tours, and updates as requested.
- Develop relationships with internal Program Directors to support ongoing funding needs.
- Work in partnership with the Development Associate, Program Directors, and Finance team to produce timely grant and contract reports.
- Support the agency budgeting process by developing an annual grants plan with revenue goals.
- Track revenue received and produce status reports including outcome measures.
- Enter funds received from foundations, corporations, and charitable organizations into Bloomerang.
- Seek out new funding sources appropriate to our mission, including private sources and government grants and contracts.
- Produce reports as requested.
- Participate actively in regularly scheduled meetings and events of the Development Team.
- Research data, trends, and timely topics relevant to the work of OSCS to support proposals.
- Actively participates in building a culture of belonging within OSCS.



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- Other duties to be discussed as time permits and the needs of OSCS require.

### **Experience and Qualification Requirements:**

- Demonstrated experience with grant writing or other persuasive writing.
- Strong communication skills (written and verbal).
- Strong attention to detail.
- Experience managing time to meet a range of deadlines, and managing time and priorities accordingly.
- Ability to read, understand, and write English.
- Ability to use standard office equipment, including computer, monitor, keyboard and software programs

### **Preferred Qualifications:**

- 2+ years of relevant work experience related to grantwriting, fundraising, or philanthropy.
- Proficiency with Google Drive and Microsoft applications.
- Prior work and/or volunteer experience related to the mission of OSCS is preferred.
- Experience with program budgets or program evaluation are a plus.

**Job Type:** Full-time

Pay: \$22.75 - \$23.75 per hour

### **Diversity, Equity & Inclusion:**

OSCS is committed to providing a supportive, inclusive work environment. We are an EEO/AA employer and will not discriminate against any applicant or employee because of race, color, creed, religion, ancestry, national origin, gender identity, sexual orientation, disability, age, marital status, or status with regard to public assistance. We acknowledge that experience is gained through a variety of settings and value informal experience in addition to formal education and work history.

### **Additional Information:**

**COVID Precautions:** OSCS is committed to following federal guidelines and keeping the beneficiaries of its programs and its staff safe. All new employees must provide proof of vaccination or undergo regular testing. All OSCS employees must be masked, when in the presence of other staff, volunteers, or clients, regardless of vaccination status.

**Working location:** This position will work as a hybrid between our office in Minneapolis and remote work. The Grants Specialist may spend most of their time working remotely, once fully trained, if they choose but will be expected to attend on-site trainings and select meetings and events in-person, as social distancing guidelines permit.



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**HOW TO APPLY:** Please email your letter of interest, a work sample, and current resume to [hr@oscs-mn.org](mailto:hr@oscs-mn.org) with the subject line "Grants Specialist." This position will remain open until a suitable candidate is hired.