

## SOMOS GRANT WRITER

- Writes grant applications aligned with SOMOS' mission, tracks deadlines for applications/awards/declines, completes all final reports(including finances which will be forwarded by the ED) – some of the annual grants include (but are not limited to): LANL, NMA, NMHC, WB, VWCF, TCF, TCLT, McCune Foundation, Amazon Literary Partnership, Lions Club, Rotary Club, Nusenda, and others determined by the Executive Director (ED)
- When time allows, continue to research applicable grants and upon guidance from the ED apply for them
- Communicates with funders in support of grant applications or grants received, as needed
- Prepare monthly grant report in advance of Board meetings, displaying list of timelines, deadlines, awards, etc.
- Track hours on a timesheet with grants worked on so that the ED can assess which grants to apply to from a cost/benefit analysis
- Reports to and is supervised by ED
- This position can be performed remotely or in office

The contracted position of grant writer is **7 hours/week** at a rate of **\$30/hour**. Reimbursement for a reasonable amount of office supplies (e.g. ink cartridges, paper, etc.)will be disbursed, as needed. Complimentary attendance at selected SOMOS events (including TWC, Poetry & Prose Month, Storytelling Festival, Writers Showcase, Poet Laureate, ) The grant writer, by attending these events, will be kept apprised of programs. Annual performance review by ED.