TITLE: Grant Writer
REPORTS TO: Director of Development
FLSA CLASSIFICATION: Full Time, Exempt

SUMMARY: The Grants Writer advances the mission of the Sisters of Saint Joseph, Philadelphia by securing funding to support and sustain the mission of unity. With a particular focus on the long-term financial health of the Motherhouse and six of their eleven Sponsored Ministries—three outreach centers, two retreat houses, and Saint Joseph Villa —this role connects the congregation's mission to funding partners who share its values. Through thoughtful relationship-building, strategic identification of funding opportunities, and the an essential role in ensuring that the mission of the congregation remains strong.

Essential Responsibilities

Grant Research & Strategy

- Partner with the Director of Development to establish and advance multi-year fundraising and grant development strategies
- Build and maintain collaborative relationships with Congregational Leadership, Executive Administrators, Sponsorship Office staff, and Sponsored Ministry Directors to develop a comprehensive understanding of ministry priorities, programs, populations served, and funding needs
- Assist the Director of Development in identifying themes and funding opportunities that inform direct mail appeals and integrated fundraising initiatives
- Identify and research potential funding sources aligned with the mission of the congregation and the individual ministries
- Collaborate with the Director of Development and Sponsored Ministries' leadership to identify, prioritize, and pursue grant opportunities that support organizational and ministry goals

Proposal Development & Funder Relations

- Develop, write, edit, and submit compelling grant proposals, letters of inquiry, and supporting materials tailored to funder requirements and ministry objectives.
- Collaborate with Development, Finance, Internal Services, Sponsorship Office staff, and Sponsored Ministries to gather programmatic, financial, and outcome data for successful grant submissions.
- Cultivate and maintain relationships with foundations, corporations, religious organizations, and government funders to support long-term philanthropic partnerships.

- Serve as a resource to Sponsored Ministries regarding grant readiness, proposal development, and funding strategies.

Compliance, Reporting & Grant Tracking

- Monitor awarded grants to ensure compliance with funding agreements, spending restrictions, program deliverables, and reporting obligations.
- Record and maintain Sponsored Ministry gifts, grants, and related donor activity within the CRM system, ensuring data integrity and accurate reporting.
- Monitor funding trends, emerging opportunities, and philanthropic best practices; provide recommendations to strengthen Development Office strategy and ministry sustainability.
- Prepare grant activity reports and regularly review funding opportunities, submissions, awards, and outcomes with Director of Development, as well as Congregational Leadership, Executive Administrators, and Sponsored Ministry Directors as appropriate.

Education: Bachelor's degree

Qualifications:

- An understanding of Catholicism and consecrated religious life
- Proven experience in grant writing and nonprofit fundraising, preferably with multi-site or multi-program organizations
- Knowledge of fundraising best practices and grant reporting requirements
- Excellent writing, editing, and research skills with meticulous attention to detail.

Other Desired Qualifications

- Excellent written and verbal communication skills.
- Ability to manage multiple priorities, deadlines, and confidential information with professionalism and discretion.
- Proficiency in Microsoft Office Suite and related fundraising or reporting systems.
- Demonstrated ability to build positive relationships with donors, colleagues, funders, and community stakeholders.
- Possess a valid driver's license and have reliable means of transportation – travel to Sponsored Ministries required

Interested, qualified candidates should submit cover letter and current resume to Pat Harrington, Director of Human Resources at pharrington@ssjphila.org by Friday, July 17, 2026.

The Convent of the Sisters of Saint Joseph is an Equal Opportunity Employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.