



PENDLE HILL

A Quaker Study, Retreat, and Conference Center

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POSITION: Grants Writer

REPORTS TO: Director of Advancement

GENERAL SUMMARY: The Grants Writer is primarily responsible for identifying and securing grant resources (from foundations and other grant-making entities). This is an exciting position, with the opportunity to grow a foundation program and gain broad experience in the fundraising profession. Key to success in this role is developing and writing grant proposals, relationship building with foundations, persuasively communicating Pendle Hill's mission and vision to well-matched funders, and stewarding related plans, records, and communications.

WORKING ENVIRONMENT: Pendle Hill is a Quaker study, retreat, and conference center that offers programs to people of all faiths and backgrounds. Pendle Hill's work centers around spirituality and social justice. Pendle Hill offers residential, commuter, and on-line study programs, weekend workshops and retreats, conferences, scholarship opportunities, publications, bookstore, and rental space on our beautiful 24-acre campus. Pendle Hill is a fragrance-free, pet-free community.

DUTIES AND RESPONSIBILITIES:

1. Maintain and build upon a portfolio and prospect list of 80 to 100 foundations.
2. Perform prospect research on foundations and other grant-making organizations.
3. Develop and write grant proposals, persuasively communicating the Pendle Hill's mission and programs to potential funders.
4. Prioritize and submit 30-40 grant requests annually, as well as letters of inquiry, proposals, budgets, and presentations in support of final grant requests
5. Seek to grow the foundation program's income to successfully contribute to an overall department fundraising goal of \$1 million.
6. Establish and implement a comprehensive cultivation and stewardship program with funders, maintaining personal communication and relationships with foundation contacts and program officers. This will include methods to elicit recommendations and referrals from members of the Pendle Hill Board, staff, and wider community.
7. Maintain and implement grants calendar to ensure timely submission of letters of inquiry, proposals, and follow-up reports of how grants were effectively used, as well as prompt acknowledgment of gifts.
8. Use excellent time management to keep multiple projects progressing in a timely manner; meet deadlines; and manage materials required for proposals.
9. Keep accurate and complete grant records, including electronic and paper files.
10. Assist with gift processing, donor acknowledgment letters, and other written materials for the Advancement Office as needed.
11. Other duties as assigned.

EXPECTATIONS OF ALL PENDLE HILL EMPLOYEES:

- A highly welcoming attitude and willingness to provide hospitality for members of, and visitors to, the Pendle Hill community. Openness to a wide range of spiritual beliefs and experiences, cultural backgrounds and practices, and differences (of all kinds).
- Familiarity with Quaker faith and practices, and a commitment to learning more and/or a willingness to gain, deepen, and nurture such knowledge.
- Appreciation of the role of Quakerism in the mission of Pendle Hill. Please see our mission, vision, and values statements as part of familiarizing yourself with Pendle Hill.

TIME EXPECTATIONS: This is a full-time, non-exempt position. Out of respect for work-life balance, “full-time” at Pendle Hill is 37.5 hours per week, with 7.5-hour typical workdays. Full-time staff at Pendle Hill spend a few work hours each week contributing to the community through meal time, housekeeping, or maintenance work.

COMPENSATION AND BENEFITS: \$45,000-\$50,000 yearly salary plus benefits including: medical, dental and life insurance, a retirement plan, generous paid vacation days (20), sick days (15), and holidays (11), and the opportunity to take Pendle Hill courses for free. Additional benefits include one meal a day from the Pendle Hill Kitchen (free to staff except for the tax), a 20% employee discount at the Pendle Hill Bookstore, free copies of all Pendle Hill pamphlets upon publication, a beautiful campus with walking trails and fellowship with people from around the world. Full time staff are eligible for competitively priced on-campus housing (depending on availability, and at Pendle Hill’s discretion).

Pendle Hill staff are required to be fully vaccinated against COVID-19, except for those who cannot receive the vaccine for medical or religious reasons.