**Development Proposal Writer**

**Montgomery College**

Would you like to be part of a successful and collaborative team? Does a part-time schedule fit your needs? Montgomery College seeks an experienced, innovative and strategic Development Proposal Writer. This professional will collaborate with the Corporate and Foundation Relations Director and the Executive Director within the Montgomery College Foundation to research, draft, edit, prepare, submit, and follow through on grant proposals and reports.

This temporary position is vital to the Development team’s work to meet an annual combined fundraising goal of $5 million or more. This individual will enable us to submit a greater number of fundraising requests, while helping the team to broaden its pool of corporate and foundation donors. Minimum qualifications include a bachelor's degree, a minimum of three years grant writing experience, and a demonstrated ability to successfully close corporate and foundation gifts of $10,000 or more.

Specifically, the Development Proposal Writer will:

* Be responsible for individually raising 100,000 per fiscal year in corporate and foundation gifts and for supporting the Corporate and Foundation Relations Director in securing additional grants.
* Research, draft, write, edit, prepare, submit, and follow up on grant proposals, funding requests to individual donors, and follow-up reports.
* Must be a strategic and creative thinker and writer able to link the Foundation’s mission, goals, and objectives to those of funders’ interests and priorities.

This casual temporary position offers a flexible schedule of up to 20 hours per week and is renewable after three months. The successful candidate will work in the College’s Central Services building in Rockville, MD, with some telecommuting possible. To apply, please e-mail your resume and cover letter to [stuart.tart@montgomerycollege.edu](mailto:stuart.tart@montgomerycollege.edu).