

AMTA Grant Writer Job Description

The Grant Writer is responsible for researching, writing and coordinating the grant application process; management of proposals and maintaining a database of current and past grant applications.

- Serve on the AMTA Board attending all meetings and making reports as required.
- Work with President, First Vice-President and Treasurer to gather all necessary information to write ASCA and other grants.
- Write grant proposal narratives, applications, and supporting documents.
- Manage the proposal submission process to ensure timely submission of all required materials.
- Coordinate and follow-ups on the progress of submitted proposals.
- Conduct prospect research to identify, cultivate and solicit new grants.