

# Grants Specialist

Triangle Family Services seeks an organized and resourceful Grants Specialist to conduct the full range of activities involved in the preparation and submission of applications, proposals and reports for private grants and government contracts. This position will work with our leadership team and program staff to research and identify funding opportunities; develop quality content and materials; and establish and maintain relationships with key stakeholders relative to the grant production and implementation process.

**The ideal candidate will have:**

- Minimum of 3 years of non-profit grant process experience
- excellent writing, research, and project management skills
- demonstrate proficiency with a variety of technology applications

This position will function in a fast-paced environment that requires both independence and collaboration; trustworthiness, flexibility and discretion are key attributes for success.

Flexible scheduling and remote working options.