



An Cosán is currently recruiting for the position of **Grant Writer and Development Officer**. The Grant Writer and Development Officer is responsible for coordinating, preparing and writing all funding proposal applications and the ongoing tracking, management and compliance of all funding activity. In line with the organisation's strategic direction, as set out by the CEO and the Board, the Grant Writer will develop and implement An Cosán's strategic approach to fundraising, against agreed key performance indicators. The job requires an experienced professional with a proven track record who is an enthusiastic self-starter, with exceptional persuasive writing skills.

Role Title	Grant Writer and Development Officer
Reporting To:	Corporate Services Manager
Contract:	Two years.
Probation:	9 months.
Location	Tallaght, Co. Dublin

An Cosán

An Cosán (Irish for 'The Path') is Ireland's largest community education organisation. The mission of An Cosán is to bring about social equality and an end to poverty through community-based adult education, the provision of early years supports and empowering social enterprise development. Over the past three decades, An Cosán has provided pathways to empowerment via community education for thousands of people. The organisation has expanded its reach to a national scale using technology to deliver virtual access to its range of learning programmes.

Key Responsibilities

- Responsible for preparing, producing and submitting all grant applications and proposals.
- Writing and editing high quality and compelling content for competitive proposal processes.
- Adapting and capturing stories of change to demonstrate impact to funders.
- Gathering, analysing and synthesizing all proposal inputs and co-ordinating and reviewing content from all contributors.
- Ensure accountability and compliance for all grants received and full adherence to grant agreements. Build and maintain strong tracking processes.
- Researches, explores and identifies new grant opportunities.
- Builds strong strategic partnerships with a network of funding partnerships.

- Monitor expenditure against budgets, produce strong Management Information and keep management advised on progress, highlighting possible issues and providing creative solutions for same.
- Establish and maintain effective working relationships across the organisation to ensure that grant management is properly embedded in all necessary processes and activities.

Essential Skills and Core Competencies

- Exceptional writing, editing and literacy skills. Ability to write clearly and concisely, producing compelling narratives.
- Strong numerical and analytical ability.
- Financial acumen with competency to manage and track grant expenditure.
- Adaptable and innovative with creative thinking.
- A skilled relationship and network builder
- Strong communicator and team player
- Enthusiastic and disciplined self-starter, with a target driven approach.
- Excellent attention to detail.
- Proven organisational skills, comfortable working under pressure, to tight deadlines and multi-tasking

Experience and Knowledge

Essential

- At least 5 years' experience of grant application writing in the charity sector, with proven results.
- Excellent IT skills, including MS office with advanced proficiency in Word, Excel and PowerPoint.
- Understanding and commitment to the educational ethos of An Cosán.

Desirable

- Knowledge of the not for profit or community education sector.
- Affinity with and understanding of the importance of engaging learners and communities in realising their potential as equal members of a socially just society.

Salary commensurate with experience and the not for profit and community education sector.

Application Process:

Please email the following documents to jobs@ancosan.ie clearly marked **Grant Writer and Dev Officer** role:

- Cover letter
- Curriculum Vitae
- Completed Application Form

Closing date for applications is 5pm on Monday, 2nd November 2020.