

**Kenan Center
Grant Writer & Events Coordinator**

Grantwriter/Annual Campaign & Fundraising Events Coordinator, Salaried Position

Fulltime: Must have a minimum of 5 years proven grantwriting skills with experience in the nonprofit. Ability to demonstrate success in acquiring grants, meeting annual fundraising goals, understanding all aspects of budget process, and coordinating special events. Ability to multi-task, meet deadlines, and work with minimal supervision extremely important. Must be very detail-oriented, well-organized, and familiar with Word, Excel & Access; experience with fundraising software a plus.

Cover ltr. & resume to

Attn. SP

Kenan Center

433 Locust St.

Lockport, NY 14094

or

email: info@kenancenter.org.

No calls. Deadline: March 8, 2010.