



Grant Writing Consultant Request for Proposals

Do you want to feed hungry people? Are you committed to making the world a better place—one box of food at a time? Are you a strategic achiever with a proven ability to translate impactful programs into compelling narratives that secure vital funding? Do you want to use your expertise in grant writing and prospect research to directly fuel relief efforts for thousands of families in need? The Jewish Relief Agency (JRA) is seeking a Grant Writing Consultant to join our team in securing needed foundation resources to sustain our mission. For 25 years, JRA has brought together individuals of all means, ages, and backgrounds to address our community's physical, social, and spiritual needs, satisfying our unique desire to do Chesed while taking care of each other and doing good in the world. Built on the foundation of our monthly food distribution, our programs alleviate the pangs of hunger, bring meaning to our recipients and volunteers, and build a caring, connected community. We are looking for an ambitious, results-driven professional who can champion our cause and ensure our dedicated network of over 10,000 volunteers can continue packing and delivering food and critical supplies to 3,200 households each month throughout Greater Philadelphia. This contract role is perfect for a mission-driven professional ready to make a quantifiable difference by driving philanthropic growth.

Position Title: Grant Writing Consultant (Independent Contractor)

Organization: Jewish Relief Agency (JRA) | Bala Cynwyd, PA

Time Commitment: Minimum 10 hours per week

Compensation: Fixed retainer up to \$3,000 per month (commensurate with experience and past success rate). Opportunities for additional quarterly performance bonuses tied to meeting key submission and prospecting milestones

Position Overview

The Jewish Relief Agency seeks a seasoned, results-driven Grant Writing Consultant to manage and grow our grant funding portfolio to support an annual revenue target of approximately \$650,000. JRA mobilizes over 10,000 volunteers monthly to deliver food

and critical supplies to 3,200 households in Greater Philadelphia. Working alongside the Executive Director and an internal Development Associate, the Consultant will lead grant prospecting, proposal submission, and reporting.

Key Responsibilities & Deliverables

- **Grant Acquisition & Maintenance:** Draft, edit, and submit high-quality proposals and renewal requests to maintain our existing \$650,000 foundation funding portfolio.
- **Prospecting:** Actively research, identify, and qualify new local, regional, and national foundation and government grant opportunities to expand revenue.
- **Grant Reporting & Compliance:** Write and submit 100% of required interim, annual, and stewardship reports on or before funder deadlines.
- **Pipeline & Calendar Management:** Maintain a master calendar tracking submission deadlines, reporting schedules, award notices, and funder touchpoints.
- **Internal Collaboration:** Partner with JRA staff to collect programmatic metrics, budgets, and operational updates for grant materials.

Qualifications

- Minimum 5 years of professional grant writing experience with a documented track record of securing five- and six-figure foundation awards.
- Proven experience in donor prospect research and pipeline cultivation.
- Familiarity with human services, hunger relief, Jewish funders and the Greater Philadelphia funding landscape preferred.
- Exceptional narrative writing, financial proposal preparation, and communication skills.

How to Apply / RFP Submission: Interested contractors should submit a proposal including a resume/CV, a brief overview of relevant experience and past grant success, two writing samples, and standard retainer expectations to jobs@jewishrelief.org with the subject line *"Grant Writing Consultant RFP - [Your Name]"*. Submissions will be reviewed on a rolling basis until the position is filled.