



# Associate & Grant Writer

## Sustainable Strategies DC - Western Office (Denver, CO)

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Sustainable Strategies DC is a small strategic consulting, grant writing, and government affairs firm representing local governments and non-profit organizations across the country. We help communities obtain resources for infrastructure, economic development, resilience, parks and recreation, arts and culture, public safety, economic mobility and other projects. Our headquarters is in Washington, DC, and our Western Office is based in Denver, CO.

Our team enjoys a fast-paced, varied, and high-profile work environment with exposure to federal, state, and local government officials and community leaders. Associates take on meaningful responsibility from day one, working with significant autonomy within a collaborative and supportive team.

### The Opportunity

Sustainable Strategies DC seeks to hire an Associate & Grant Writer based in the Denver metro area to help serve our growing portfolio of western municipalities. This is a full-time position offering a competitive salary and benefits. The firm currently operates on a hybrid remote and in-person schedule (in-office in Denver Tuesday through Thursday).

The right candidate will be a quick study who is motivated to take on increasing responsibility, including project and client management responsibilities. Requirements include excellent writing and verbal skills, at least a bachelor's degree in a relevant field, and an interest in and understanding of community development and federal policymaking. The firm offers a clear path for growth, with compensation increases tied to performance and expanded responsibility over time.

This government affairs position will provide direct support serving individual clients, coalitions, business promotional efforts, and a variety of other activities including:

- Working with local government and non-profit clients to draft, package, and submit full **grant proposals** to federal, state, and philanthropic funding programs.
- Researching and preparing **funding strategies** to align local government and non-profit client needs with available federal, state, and foundation resources.
- Organizing and participating in **client relations, services, and management**, including crafting memos, hosting monthly phone calls, and responding to emerging client needs.

- Conducting **advocacy activities**, including developing advocacy strategies, organizing client trips to Washington, DC and state governments, drafting briefing sheets, and preparing talking points for advocacy meetings.
- **Analyzing** congressional and federal/state agency policy that impacts local governments.

**Qualifications and skills include:**

- Strong writing. Candidate's writing samples must demonstrate excellent writing skills.
- Professional interest in community development, public policy, transportation infrastructure, environmental sustainability, resilience, or other relevant issues.
- Bachelor's degree from an accredited college or university required. Degree and/or experience in public policy or administration, environmental sustainability, government, urban affairs, urban and environmental planning, public health, journalism, or sustainable development preferred.
- Strong organizational skills. Candidates must be able to handle multiple tasks simultaneously and maintain a system of tracking, monitoring, and prioritizing tasks and projects.
- Strong analytic and critical thinking skills. Candidates must have the ability to summarize, analyze, and explain complex legislative, regulatory, and administrative issues.
- A can-do attitude and willingness to pitch in as needed do what it takes to provide high quality products and services.
- Mature, detail-oriented individual able to work both independently and in teams.
- Excellent time management skills and an ability to meet deadlines in a fast-paced environment.

**Bonus qualifications include:**

- Master's in public policy or other relevant field.
- Professional experience or expertise in government affairs, lobbying, transportation planning, broadband and telecommunications, or economic mobility.
- Sustainable Strategies DC is interested in, but does not require, experience on Capitol Hill, particularly in appropriations.

**Compensation & Benefits**

Salary range: \$60,000 – \$95,000, depending on experience, plus performance-based bonus opportunities.

Sustainable Strategies DC seeks to hire one candidate for this role. The firm will align

compensation, responsibilities, and level with the candidate's experience. Candidates with limited direct experience will be considered at the lower end of the range, while candidates with relevant grant writing, federal policy, or client management experience will be considered at the upper end. Depending on experience, the role may include direct client management, development of funding strategies, and leadership on complex grant applications and policy initiatives. Benefits include employer-paid medical, dental, and vision insurance for employees and eligible dependents; 401(k) with employer contribution; paid time off and paid parental and family leave benefits; and an annual professional development stipend.

**Application requirements:**

- Cover letter
- Resume including college GPA
- Two to three relevant writing samples of 2-5 pages in length; can include excerpts from longer pieces of writing. Please note in your cover letter whether and how you used AI in any writing samples, and if so, be prepared to discuss your process for using it effectively.
- Candidates selected to advance in the process will participate in interviews and be asked to provide professional references.
- **To Apply:** Please email a cover letter, resume, and writing samples to Spiro Maleki at [Spiro.Maleki@strategiesdc.com](mailto:Spiro.Maleki@strategiesdc.com) by **May 27, 2026**, to be considered for an interview.

**Equal Opportunity Employment:** Sustainable Strategies DC is a proud equal opportunity employer. In recruiting for our team, we seek diversity in thought, culture, ethnicity, race, gender identity, sexual orientation, disability, religion, social background, national origin, and self-expression. We are committed to fostering an inclusive environment for all employees.