



Contract Grant Writer - Municipal & Public Sector Grants

Sustainable Strategies DC

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.

The Opportunity

Sustainable Strategies DC (S2) seeks a highly experienced contract grant writer to support our local municipalities and governmental entity clients in developing and submitting competitive grant applications. This role is best suited for a senior-level grant professional who is comfortable working directly with municipal leadership and staff and who brings both strategic insight and strong execution to the grant writing process. The ideal candidate understands the realities of public-sector environments, can meet clients where they are, and brings excellent judgment, communication skills, and professionalism to every engagement.

- Engagement Type: Contract / 1099
- Location: Remote (U.S.-based preferred)
- Hours: Project-based; flexible, aligned with grant deadlines and client availability

Key Responsibilities

- Support concept ideation and project framing by helping municipalities translate capital and programmatic ideas into fundable projects
- Communicate clearly and professionally with clients at varying readiness levels
- Manage multiple deadlines across clients and grant cycles
- Develop compliant and competitive grant applications, including:
 - Narrative sections (need, project description, work plan, outcomes)
 - Budgets and budget narratives
 - Required forms, attachments, and supporting documentation

- Work closely with municipal staff to gather technical, financial, and programmatic inputs
- Ensure strict compliance with funder guidelines, formatting, and submission requirements

Experience & Qualifications

- 5–10+ years of professional grant writing experience
- Experience working with local governments and/or public agencies
- Experience with transportation & infrastructure, economic development, workforce development, climate action & resiliency, affordable housing, historic preservation, arts & culture, and/or community development grants
- Demonstrated experience writing and submitting grant applications to federal, state, and foundation funding programs. Federal agencies may include:
 - U.S. Department of Transportation (DOT)
 - Environmental Protection Agency (EPA)
 - Federal Emergency Management Agency (FEMA)
 - U.S. Economic Development Administration (EDA)
 - U.S. Department of Housing and Urban Development (HUD)
 - U.S. Department of Justice (DOJ)
 - U.S. Department of Labor (DOL)
 - National Endowment for the Arts (NEA)
 - National Park Service (NPS)
 - Appalachian Regional Commission
- Strong experience developing budgets, budget narratives, and required attachments
- Excellent written communication skills and attention to detail
- Highly productive, organized, and reliable in meeting deadlines
- Grants Professional Association (GPA) certification preferred

Professional Skills & Working Style

- Excellent “bedside manner” — calm, professional, and respectful when working with busy municipal staff
- Strong ability to meet clients where they are, from early concept development to submission-ready projects
- Comfortable guiding clients who may have limited grant experience
- Flexible availability throughout the week to meet client needs and grant deadlines
- Collaborative, responsive, and solutions-oriented

Application Requirements

To be considered, please submit the following materials in PDF by email to spiro.maleki@strategiesdc.com:

- CV or resume
- 2-3 relevant grant writing samples (sensitive info can be redacted; excerpts of 3-5 pages preferred)
- Cover letter detailing:
 - Why you are a strong fit for this role
 - Your specific experience working with local governments
 - The funding agencies and grant programs you have experience with
 - Whether and how you used AI in any of your writing samples
- Note: The cover letter is a required step and helps us ensure alignment and seriousness of interest.

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.