



Subcontractor Grant Writer

Open

Until filled

Duration

Ongoing

Description

Contract and remote work position

Salary:

\$50-\$55 (Hourly Wage)

Availability

We are looking for a writer who is available to work 20-30 hours per month and is available for minimal zoom and/or phone meetings with clients during regular business hours. Most work is to be conducted from your home office.

Ideal Candidate

This role is great for a grant writer who is currently employed full-time and has the capacity to work part-time on grant writing projects and interested in expanding their writing skills and experience in new fields i.e. healthcare, housing, workforce development, and human services programs. A great candidate pays close attention to details and requires minimal guidance.

Purpose

This position is responsible for grant writing activities that seek to generate funds from private and corporate funders for a nonprofit's general operating and/or program expenses. These activities include the writing and editing of application and/or reports from those funding sources or other documentation that are necessary to confirm and maintain awards and overall good status with the funder. The grant writer will also assist with research for applicable grant opportunities.

Qualifications

2 years of grant writing experience preferred

Responsibilities

- Examine the funder website (or other online portals) to ensure the deadline, priorities, and other necessary information has not changed.
- Make sure funders are aligned with strategic priorities centered on furthering the mission to support programs.
- Conduct and synthesize complex research for a strong needs statement.
- Draft proposals/reports for review and make the necessary revisions.
- Develops proposal by assembling information including project objectives, outcomes, and deliverables.
- Assist with proposal language implementation, methods, timetable, staffing, budget, standards of performance, and evaluation.
- Review the funder priorities against the application as part of the editing process and run proposal through editing/spell check software.
- Provide grant proposals or reports final work product for submission.
- Prepares requests for funding proposals and applications by studying proposal requirements, gathering and customizing information from the grant department's library of reference materials, writing drafts, and obtaining approvals before final submission.

About June First Firm

Launched in 2014, June First Firm® is a grant writing company specializing in serving large nonprofits who are in between grant writers or assisting a nonprofit's current grant writing team during busy grant seasons. June First Firm® is responsible for awards totaling \$25M for nonprofits that provide K-12 education, workforce development, housing, and healthcare services. June First Firm has served nonprofits located across the east coast including New York, D.C., Virginia, Maryland, Louisiana, and Georgia. The company delivers high-quality services and never misses a grant deadline.

To apply, please send a resume to grantwriter@junefirstfirm.com