



## Smart Kids, Inc.

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Bridgeton, MO 63044-2732  
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[www.smartkidsinc.org](http://www.smartkidsinc.org)

**Position Title:** Grant Writer  
**Reports To:** Executive Director  
**Location:** Bridgeton, MO  
**Status:** Full-Time  
**Salary:** \$40,000 - \$60,000

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### Organization Overview

Smart Kids, Inc. is a nonprofit educational organization dedicated to increasing the learning capacity of every student by helping them reach their full potential. We are providing underserved students with quality educational resources, offering after-school programs, and promoting lifelong learning. We are committed to creating a lasting impact in our community by enhancing educational opportunities for individuals of all ages.

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### Position Summary

We are seeking a passionate, detail-oriented, and strategic Grant Writer to join our team. The Grant Writer will be responsible for identifying, writing, and submitting grant proposals to secure funding from government agencies, foundations, and corporate sponsors. This individual will play a critical role in supporting the organization's mission and growth by crafting compelling narratives and ensuring that all proposals align with the funding organization's priorities.

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### Key Responsibilities

- **Research and Identify Grant Opportunities**
  - Identify potential grant opportunities from government, foundation, corporate, and other sources.
  - Keep current with trends in education funding and maintain a database of active and upcoming funding opportunities.
- **Grant Proposal Writing**
  - Write clear, concise, and persuasive grant proposals in alignment with organizational goals and funding requirements.

- Develop supporting materials for proposals, such as budgets, timelines, and impact statements.
  - Ensure that all submissions meet the specific guidelines and deadlines of the funding organization.
  - **Grant Management**
    - Maintain accurate records of submitted proposals, responses, and outcomes.
    - Collaborate with other departments to track project deliverables and outcomes, ensuring that all grant requirements are met.
    - Provide regular updates on the status of applications, and assist in managing ongoing relationships with funders.
  - **Collaboration and Reporting**
    - Work closely with the Executive Director, program staff, and other stakeholders to understand program needs and translate them into fundable proposals.
    - Prepare reports for funders and assist in the preparation of progress reports for ongoing grants.
    - Develop case studies and other materials to showcase the impact of funded projects.
  - **Follow-up and Stewardship**
    - Cultivate relationships with current and potential donors through follow-up communications and stewardship activities.
    - Ensure that all grant-related communications are professional, timely, and impactful.
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## Qualifications

- **Education:** Bachelor's degree in English, Communications, Nonprofit Management, Education, or a related field (Master's degree preferred).
- **Experience:**
  - Proven experience in grant writing, particularly in the nonprofit sector.
  - Familiarity with educational programs, initiatives, and funding landscapes.
  - Strong track record of successfully securing grants from a variety of sources (foundations, government, corporations).
- **Skills:**
  - Excellent written communication skills, with the ability to translate complex ideas into clear, persuasive narratives.
  - Detail-oriented with exceptional organizational skills.
  - Ability to manage multiple projects simultaneously and meet deadlines.
  - Proficiency in Microsoft Office Suite, Google Workspace, and grant management software.
- **Attributes:**
  - Strong passion for education and community impact.
  - Self-motivated, proactive, and able to work independently and collaboratively.
  - Ability to work under pressure and adjust to changing priorities.

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## **Preferred Qualifications**

- Experience working in the educational sector or for nonprofit organizations focused on education.
- Knowledge of local, state, and federal funding opportunities.
- Familiarity with the IRS 501(c)(3) designation and nonprofit financials.

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## **Work Environment**

- Flexible, hybrid work environment with occasional in-person meetings and events.
- Collaborative, mission-driven team culture.

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## **To Apply**

### **How to Apply:**

Interested candidates should submit a resume and brief cover letter explaining their interest in the position and experience working with children to [info@smartkidsinc.org](mailto:info@smartkidsinc.org). Please include “Grant Writer Application” in the subject line. In your cover letter, please include why you are passionate about working with students and how your skills can contribute to our mission. Please fill out an employment application at [www.smartkidsinc.org/employment](http://www.smartkidsinc.org/employment).

Smart Kids, Inc. is an Equal Opportunity Employer and encourages individuals of all backgrounds to apply. We are committed to creating an inclusive environment and ensuring equal opportunities for all.

Sincerely,

x *Renada L. Chandler*

Renada L. Chandler

Executive Director, Board Chairman