

Grant Writer

Position Type: Contract (Part-Time est. 20 hrs/week) hybrid
Location: Tri-County Regional Development Council – Williston, ND
Reports To: Executive Director / Board of Directors
Indirect Reports: Grant Writer

Position Summary

We are seeking a highly motivated and detail-oriented professional to join our team as a Contracted Grant Writer. This role is responsible for identifying, pursuing, and securing grant funding opportunities to support our community initiatives and nonprofit operations.

The ideal candidate will have exceptional writing skills, proven experience in grant research and proposal development, and a strong understanding of nonprofit financial management.

Key Responsibilities

Grant Writing & Funding Development

- Research and identify grant opportunities from foundations, corporations, and government agencies that align with the organization's mission and programs.
 - Develop and write high-quality grant proposals, applications, letters of inquiry, and supporting documentation.
 - Maintain a grants calendar to track submission deadlines, reporting requirements, and follow-ups.
 - Collaborate with staff and stakeholders to gather information, data, and program outcomes for grant applications and reports.
 - Build and maintain relationships with funders to support ongoing and future funding opportunities.
 - Work with the Executive Director to prepare budget figures for grant proposals.
 - Maintain accurate and organized financial records related to grants.
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Qualifications

- Proven track record of successful grant writing and funding acquisition for nonprofits or community organizations.
- Strong research, analytical, and persuasive writing skills.

- Proficiency in Microsoft Office.
 - Experience in Asana project management software preferred.
 - High attention to detail, ability to meet deadlines, and strong organizational skills.
 - Bachelor's degree in English, Communications, Business, Nonprofit Management, or related field preferred; equivalent experience considered.
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Contract Details

- **Compensation:** \$27-\$30/hr.
 - **Hours:** Flexible; may vary based on grant deadlines and financial reporting cycles.
 - **Term:** Initial contract of six months with potential for renewal.
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How to Apply

Submit your resume, a cover letter outlining relevant experience, and at least two writing samples (preferably grant proposals) to cyrenaw@ci.williston.nd.us by **October 20. Position will be open until filled.**
