

Job Description: Editor for Grant Proposals

Contractor Position at Straightway Consulting LLC

About Straightway Consulting LLC

Straightway Consulting LLC is a dynamic consulting firm dedicated to providing strategic guidance and professional services to organizations seeking funding through grant opportunities. Our mission is to empower our clients with expertly crafted proposals that reflect their vision and increase their chances of success.

Position Overview

Straightway Consulting LLC is seeking a meticulous and experienced Editor to review grant proposals on a contract basis. The ideal candidate will demonstrate exceptional attention to detail, a deep understanding of grant writing and funding processes, and the ability to edit for clarity, coherence, and impact.

Responsibilities

- Review and edit grant proposals to ensure accurate grammar, spelling, and punctuation.
- Improve readability, tone, and overall structure of documents to align with funding requirements and client objectives.
- Ensure compliance with specific grant guidelines, formatting standards, and submission requirements.
- Collaborate closely with proposal writers and project managers to maintain the integrity of the content while enhancing its presentation.
- Provide constructive feedback and suggestions to improve the quality of grant narratives and supporting materials.
- Meet strict deadlines while delivering high-quality work.

Qualifications

- Bachelor's degree in English, Communications, Journalism, or a related field.
- Proven experience editing grant proposals or similar technical documents.
- Strong knowledge of grant writing and funding processes.

- Exceptional language skills, including grammar, syntax, and formatting expertise.
- Ability to work independently as well as in collaboration with a team.
- Proficiency in Microsoft Word and other editing tools.
- Strong organizational and time management skills.

Contract Details

- Type: Contractor (remote position).
- Hours: Flexible, depending on project needs.
- Compensation: Project based
- Duration: Ongoing, as per project requirements.

Application Process

To apply for this position, please submit the following:

- A resume detailing your editing experience and qualifications.
- Contact information for at least two professional references.
- A brief cover letter describing your expertise and interest in this role.

Send your application to: bridgett@straightwayconsultingllc.com Subject Line Editor

Why Join Straightway Consulting LLC?

At Straightway Consulting LLC, we value collaboration, creativity, and professional excellence. By joining our team, you'll have the opportunity to make a meaningful impact by helping organizations secure critical funding to bring their visions to life.

We look forward to welcoming a talented Editor to our growing network of contractors!