

JOB TITLE: Grant Writer

JOB TYPE: Part-Time, Contract, 100% Remote Work-from-Home.

AVAILABILITY: Flexible hours based on available projects and project deadlines.

JOB SUMMARY: We are seeking a highly skilled and motivated Part-Time Contract Grant Writer to join our team. In this role, you will be responsible for researching, developing, and writing grant proposals to secure funding for our nonprofit clients. The successful candidate will have a proven track record of successful **State** and **Federal** grant applications, excellent written and communication skills, capability to lead and manage the development of complex applications on schedule, and the ability to work independently. The most competitive candidates have grant writing experience in the **behavioral health sector**.

RESPONSIBILITIES:

- Research and Identify Funding Opportunities:
 - Conduct thorough research to identify grant prospects that align with the client's mission and goals.
 - Stay informed about government, foundation, and corporate grant programs.
- Turnkey Grant Proposal Development:
 - Manage the entire grant application process, including preparing all necessary documentation, forms, and attachments.
 - Collaborate with clients to gather information and insights necessary for proposal development.
 - Write clear, compelling, and well-organized grant proposals, ensuring alignment with the requirements and guidelines of each funding opportunity.
 - Tailor proposals to the specific needs and interests of different funders.
- Grant Application Submission:
 - Ensure timely submission of grant applications, meeting all deadlines.
 - Assist clients in post-submission activities.
- Client Relationship Management (CRM):
 - Utilize the CRM system to cultivate positive relationships with clients, and to maintain activity notes, correspondence, and organization's information.
- Compliance and Documentation:
 - Ensure compliance with grant requirements and guidelines.
 - Maintain organized records of all grant-related activities, communications, and documentation.
- Grant Strategy and Planning:
 - Contribute to the development and implementation of the client's overall grant strategy.
 - Provide input on funding priorities and opportunities.
- Other Grant Writing Support Services:
 - Develop and submit Letters of Interest / Letters of Intent / Grant Interest Forms / Pre-Applications.
 - Rewrite grant applications previously developed by the client to re-apply for funding.
 - Proofread and/or edit grant applications developed by the client.
- Needs Assessment Support Services:
 - Conduct research and pull reports on community demographics, socioeconomic indicators, health trends, etc. using reputable sources, such as the Census Bureau.
 - Proofread and edit narrative portions of needs assessment reports.

REQUIREMENTS:

- A minimum of three (3) years of proven experience in **State** and **Federal** grant writing for nonprofit organizations with a successful track record of securing funding.
- Clear, precise, and compelling written and verbal skills.
- Strong research and analytical skills.
- Motivated self-starter with ability to work independently with accuracy in deadline-driven environment.
- Detail-oriented, excellent organizational skills, and the ability to meet deadlines.
- Proficient with Microsoft 365 for Business and Adobe Acrobat DC.
- Must be based and authorized to work in the U.S.
- Must be located in a time zone in the contiguous United States.
- Bachelor's degree.

ADDITIONAL EXPERIENCE AND QUALIFICATIONS:

- Skilled in grant writing for the behavioral health sector is preferred.
- Familiarity with Certified Community Behavioral Health Clinics is ideal.

EQUIPMENT AND SOFTWARE REQUIREMENTS:

- Safe, secure, and high-speed internet.
- Computer or laptop with latest Windows operating system, at least 8GB of RAM, and current antivirus.
- Webcam and mic for virtual meetings.
- Printer and scanner combination.

We will provide access to the other tools required to successfully work in this role, including, but not limited to:

- Microsoft 365 for Business.
- GoTo Connect Softphone Business Extension (operates with a desktop and/or mobile phone app).
- GoTo Meeting.
- GrantHub and GrantStation Membership.
- Pipedrive CRM User Account.

SALARY/INCOME: Competitive Fixed Project Rates Paid for Turnkey Grant Writing and \$30 per hour for all other work performed.

TO APPLY: In one (1) continuous **PDF**, please submit the following using the online application form at www.jellynpc.com/jobs/part-time-grant-writer:

- Resume (do not exceed two (2) pages).
- List of 5-to-10 Grant Applications submitted over the past three (3) years that highlight your grant writing experience. Please include the following information:
 - Year Submitted.
 - Funding Source, Grant Program Name (if applicable), and Funding Type (foundation, state, or federal).
 - Amount Requested and Amount Actually Awarded.
- Three (3) Professional References.

Failure to submit the documentation as requested will disqualify the applicant from consideration.

Follow-up correspondence and interviews with qualified candidates will begin in **April**. **No** phone calls please.