

Grant Writer

Remote - Contract

Qualifications:

Grant writing: 3 years (required)

Full Job Description:

AKAEVA Consulting is a Grant Writing, Consulting, and Development firm.

Successful candidates will have Government, Municipal, and Foundations Grants writing experience.

- Prepares grants by determining concepts, gathering information and formatting information, writing drafts, and obtaining approvals.
- Ability to meet deadlines.
- Ability to juggle multiple grant projects.
- Determines grant concept by identifying and clarifying opportunities and needs, studying requests for proposal (RFPs), and attending strategy meetings.
- Meets proposal deadline by establishing priorities and target dates for information gathering, writing, reviews, approval, and transmittal.
- Enters and monitors tracking data.
- Coordinates requirements with contributors and contributes proposal status information to review meetings.
- Gathers proposal information by identifying sources of information, coordinating submissions and collections, and identifying and communicating risks associated with proposals.
- Develops proposal by assembling information including project nature, objectives/outcomes/deliverables, implementation, methods, timetable, staffing, budget, standards of performance, and evaluation.
- Writes, revises, and edits drafts including executive summaries, conclusions, and organization credentials.
- Maintains quality results by using templates; following proposal - writing standards including readability, consistency, and tone; maintaining proposal support databases.

Experience/Education

- Bachelor's degree.
- Minimum of 3 years experience in grant writing, prospect research, general fundraising.
- Minimum of 3 years writing government grants.

Employment Type

This is a fully remote, part-time contract 1099 employment opportunity.

Pay

Competitive pay commensurate with experience.