

Grant Writer is a fast-paced, growth-oriented position that will provide meaningful, challenging work to quickly build your knowledge of the nonprofit sector and your skill in institutional fundraising. The strongest candidates will have one or more full years of experience writing and submitting grants.

This is an excellent opportunity for the right person. As a Grant Writer at Elevate, you will:

- Strengthen the valuable skill of writing grants for nonprofits of many sizes and issue areas;
- Learn the best-practices of program design and evaluation;
- Build expertise in nonprofit fundraising strategy and budgeting;
- Benefit from mentorship and training tailored to your professional development goals.

Activities

Your responsibilities will include, but are not limited to:

- Smart prospecting and strategic grant writing that builds client confidence and helps nonprofit organizations reach their fundraising goals.
- Researching new funding opportunities
- Draft grants and reports
- Collect and create attachments
- Submit requests to funders
- Meet regularly with nonprofit leaders, conduct site visits, and communicate with nonprofit program and financial staff

Ideal Candidates Will:

- Be smart, organized, and detail-oriented;
- Write excellent, persuasive prose that is both concise and precise;
- Take ownership of entire projects and demonstrate initiative to ensure a high-quality final product;
- Be able to focus in an open-office environment
- Value highly-professional communication skills;
- Invite and provide constructive feedback.