



STRATEGIC
FUNDING GROUP

Grant Writer (Contract) Job Description

Reports to: Operations Manager

Position Type: Independent Contractor

Hours: Varies by project

Exempt: No

Compensation: Hourly rate contingent on experience. Performance-based bonuses available. This is a 1099 Contract position. Contractors do not receive benefits and are responsible for paying taxes on wages.

Remote: Yes

Company Information:

Strategic Funding Group (SFG), founded in 1990, has written hundreds of winning grant/contract applications in areas such as mental health, substance abuse, veterans, housing, economic development, employment/training, and homeless services. Last year alone, SFG won over \$72.5 million in funding for its clients. SFG sets itself apart from other firms by providing full service, strategically based grants consulting to deliver a comprehensive, systematic and sustainable fundraising program for a wide spectrum of nonprofits and local governments.

Job Summary:

The Contract Grant Writer is responsible for writing major federal, state/local, and private funding grant proposals for SFG. The SFG Operations Manager will contact the Grant Writer with information on the proposal opportunity, client background, and due date and the Grant Writer must respond within 24 hours as to whether they accept the assignment. SFG's Grant Writers are 1099 contractor positions. In keeping with IRS rules for contractors, SFG does not provide training, office space, equipment, software, or close supervision, and it does not pay taxes on wages. SFG does not guarantee hours, and all assignments are contingent on the contractor's acceptance. All contractors are expected to provide their own equipment and supplies necessary to complete the contract assignments they accept. Contractors are also expected to pay their own taxes, and to have the skills required to complete project deliverables per each assignment's specifications.

Responsibilities and Duties:

- Plan, coordinate, and write grant proposals, including all required supporting materials, in collaboration with clients and SFG staff as necessary
- Identify evidence-based and promising practices on designing programs and developing proposal budgets and advise clients on best practices and research

- Craft grant proposals that are well-researched and customized to adhere to stipulated funding requirements and client needs
- Proofread proposals to correct errors before submission
- Submit completed assignments on time and in the requisite document format
- Complete concept papers outlining problems and program-driven solutions
- Attend weekly client calls and project status meetings
- Respond to SFG and client correspondence related to projects in a timely manner

Qualifications:

- € Bachelor's degree from an accredited college; master's degree preferred
- € Proven writing and research experience, preferably in a similar role
- € Prior experience in and/or knowledge of public policy, social services, nonprofits, and/or intergovernmental affairs preferred

Skills and Abilities:

- € Produces high quality writing, including superb grammar and composition
- € Tailors writing style to suit the funding application requirements
- € Initiates effective verbal, written, and interpersonal communications
- € Exhibits superior attention to detail and is highly organized with excellent follow through
- € Delivers outstanding customer service with diplomacy when interacting with clients
- € Demonstrates flexibility in responding to client demands and varying requests
- € Functions independently and works with minimal supervision
- € Collaborates well with multiple clients and multiple writing projects at one time
- € Understands new concepts quickly and can switch among varying subject matters with ease
- € Maintains a calm and positive attitude while meeting deadlines and tight timeframes
- € Researches and thinks critically about grant funding requirements, and examines and organizes information to develop an effective proposal
- € Possesses basic knowledge of budgeting and comfort with math, Excel, and reviewing organization financial statements
- € Shows a strong working knowledge of office applications and online collaboration tools, such as Microsoft Suite, Google products, SharePoint, Dropbox, Adobe PDF, DocuSign, Zoom, etc.
- € Displays a familiarity with online grant applications