



Identity seeks a part-time contracted Grant Writer to help our Development and Communications team with a growing portfolio of grant proposals that support general operations and mission-aligned restricted projects. As a part-time contract Grant Writer, you will be responsible for writing narratives for grant proposals to a range of private foundations.

In this role, you will work closely with Identity's Senior Grants Manager and program staff to develop high-quality program narratives and coordinate with the finance team on budget narratives.

While the work can be performed remotely, from time to time and in keeping with public health advice, there may be some in-person hours. COVID-19 vaccination proof is required. We estimate the workload to be on average 20 - 25 hours per month. We are currently seeking to contract this position for an initial six months with the potential to extend the contract in six month increments upon mutual agreement.

Scope of Work

- Lead in the preparation of grant proposals for a variety of funders – tailoring your writing to suit the funder.
- Analyze Request for Proposals (RFPs), lead meetings with appropriate staff to discuss RFPs and help strategize approach.
- Inform site visits for funders by participating in preparing organizational leaders to meet with institutional program officers.
- Project manage proposals, ensuring that project stakeholders have reviewed and provided feedback on proposals in a timely manner, and obtaining final approval.
- Document all solicitations using appropriate procedures.

Qualifications

- Several years' experience in grant writing
- Strong communications skills with superior storytelling and persuasive writing and editing skills
- Strong interpersonal and teamwork skills
- Computer literacy, including with Word, Excel, and other Microsoft Office programs, as well as Teams and Zoom
- Ability to work collaboratively with staff that have different backgrounds, experiences, and competencies
- Self-motivated, detail-oriented, and highly organized with the ability to prioritize and meet deadlines
- BA/BS degree or equivalent preferred
- Passion for Identity's mission

If you might not have all of these qualifications but think you could still be a good fit for this role, we encourage you to apply! **Please send a cover letter and resume plus a writing sample to development@identity-youth.org with the subject line: Grant Writer PT_ YOUR LAST NAME.**