

Associate Grant Writer and Consultant (Full-Time)

Start Date: OPEN

Location: Remote, Atlanta, GA Preferred

Job Type: Full-time salaried: 40 hours per week

Salary: \$52,000- \$62,400 per year

Please read the [Think and Ink Grants Diversity, Equity, and Inclusion Statement](#). We welcome candidates who identify as people of color, men, members of the LGBTQIA+ community, and other underrepresented groups in the grant professional industry.

About Think and Ink Grants

Founded in 2016 in Atlanta, GA, Think and Ink Grant Consulting® (DBA Think and Ink Grants®) provides customized, practical, and real-world solutions to help nonprofit organizations “think” through effective grant-seeking strategies and “ink” competitive proposals.

We specialize in grants supporting women, children, health, and education- the most vulnerable members of our society. Our clients include large 501(c)(3) nonprofit organizations with budgets of \$3 million or more. Most of our clients are institutions of higher education, state and county government municipalities, and health organizations, including county and community health departments, mental health and behavioral health facilities, and more. Our team is dedicated to helping organizations across the country deepen community impact.

Our newest initiative, Get.Grants.Better.® provides training, education, and discounted services to underserved small-sized 501(c)(3) nonprofit organizations.

We are a woman-owned, Black-owned business.

We are proud to be home to really smart, driven, and passionate people whose life mission is to do good in the world. Think and Ink Grant Consulting® attracts and supports teammates that are:

- Independent thinkers and self-starters
- Highly driven and self-motivated
- Passionate about changing the world
- Thrive in a highly structured environment
- Responsive and possess strong communication skills
- Pay high attention to detail
- Applies an organized approach to work
- Adopts a positive, optimistic attitude
- Works well with clients and fellow teammates
- Have great work ethics and a commitment to succeed
- Love to travel and work remotely to achieve work/life balance #YOLO

Yes, we think they are cool too. If this sounds like you, keep reading.....

Primary Function

Think and Ink Grant Consulting® is seeking an individual with at least two years of grant writing experience to fill the role of a full-time Associate Grant Writer and Consultant. This person must be interested in advancing their knowledge of grant writing, serving as nonprofit consultants to our clients, and taking on more challenging projects. This position reports to and is managed by the CEO.

Role Description

The Associate Grant Writer and Consultant must be skilled at understanding each client's program goals and translating these ideas to paper. They must also have excellent verbal communication and listening skills, superior persuasive and technical writing skills, and strong budgeting skills. Funding opportunities may arise from foundations and government entities in the form of grants, corporate sponsorships, and in-kind donations for program and general operating support. They must also be able to provide nonprofit consulting support and create logic models, write simple evaluation plans, lead meetings, and serve as an advisor for our clients.

Typical Clients Served

Our clients include 501(3)(c) nonprofit organizations supporting women, children, health, and education, which are located across the country. Our clients often have operating budgets of \$3 million or more and include state and county municipalities, K-12 schools, organizations committed to building community wealth, institutions and universities of higher education, organizations supporting underserved women and children, health and behavioral health care centers, and more.

Job Responsibilities

- Provide support across all Think and Ink Grants® service areas: grant writing, grant research, grant management, grant evaluation, and nonprofit consulting
- Write, edit, and forward LOIs and proposals to clients
- Compile all required documents and attachments as required by funders
- Lead client meetings as touchpoints to ask questions, give an overview, provide updates on pending applications, guide the grant writing process, and manage client expectations
- Use TeamWork to project manage and provide updates on the entire submission process, including, but not limited to, project deadlines, final delivery, and subtasks.
- Serve as an advisor to provide consulting support as the need arises
- Conduct prospect research to find new and update existing funders
- Review, update, and create budgets for client organization per funder requirements
- Update and maintain a grant application calendar summarizing potential funding opportunities
- Attend weekly team meetings to discuss strategy, next steps, and upcoming meetings

Classification

This is a full-time, remote-optional, exempt, salaried role of 40 hours per week with a 60-day probationary period.

Skills and Qualifications

Applicants must be strong in the following skills, abilities, or experience:

- Bachelor's degree
- Team player with a proven track record in grant writing and program development
- Deadline-driven with extreme attention to detail
- Minimum five (2) years writing and preparing grant applications in the grant focus areas of women, children, health, and education
- Project management, budgeting, and research skills
- Impeccable written and verbal communication skills
- Demonstrated ability to work as part of a team and manage project timelines
- Ability to work independently and set priorities
- Demonstrated ability to prioritize and manage multiple job tasks
- Organizational and analytical skills with consistent attention to detail

Preferred Qualifications

- Advanced degree and/or GPC
- Five (5) years writing and preparing grant applications or nonprofit consulting
- Prior experience as a nonprofit leader or work experience supporting women, children, health, and education (i.e. - teacher, social worker, health advocate, etc.)

Benefits: Work From Home (WFH) eligible • Medical • Dental • Vision • Retirement • Financial wellness • Personalized Time Off (including voting leave and paid volunteer time) • Paid holidays • Bereavement Leave • Sick Leave • Jury Duty Leave • Witness Leave • Lactation Accommodations • Temporary Disability Leave • Parental Leave of Absence

A background check and live writing assessment will be required.

To apply, please submit an application at <https://www.thinkandinkgrants.com/apply>. Only candidates selected to proceed will be contacted.