

Subcontracted Grant Writer and Consultant

Start Date: OPEN

Location: Remote

Job Type: Subcontractor

Salary: Negotiable

Primary Function

Think and Ink Grant Consulting is seeking an individual with three or more years of grant writing experience to fill the role of a Subcontracted Grant Writer and Consultant. The ideal subcontractor will specialize in one or more of the following areas:

Consulting- General

Consulting- Grant Readiness

Federal Grants

Social Justice/Economic Justice/Community Wealth Building

K-12 Education

Mental Health

Grant Management

Role Description

The Subcontracted 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 Board training, 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, are located across the country, and have operating budgets of \$4 million or more.

Job Responsibilities

- Write, edit and forward LOI's and proposals to clients
- Compile all required documents and attachments as required by funders
- Serve as an advisor to provide consulting support as the need arises
- Review, update and create budgets for client organization per funder requirements
- Attend weekly team meetings to discuss strategy and next steps,
- Attend monthly client meetings as touchpoints to ask questions

Classification

This position is a remote, contract position with dedicated weekly hours determined if contracted

Qualifications

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

- Advanced degree, and/or GPC strongly preferred.
- Team player
- Minimum of three (3) to five (5) years experience in grant writing specialty
- Proven track record in grant writing and program development
- 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
- Ability to meet deadlines and manage time effectively
- Demonstrated ability to prioritize and manage multiple job tasks
- Organizational and analytical skills with consistent attention to detail

About Think and Ink Grants

Founded in 2016 in Atlanta, GA, Think and Ink Grants™ specializes in helping nonprofits supporting women, children, health, and education. We provide customized solutions helping 501(c)(3) nonprofit organizations “think” then “ink” strategies to solve problems, find grants, connect with funders, and deepen community impact.

Think and Ink Grants™ provides outsourced grant writing and nonprofit consulting services to nonprofit clients, including large 501(c)(3) nonprofit organizations, educational institutions, municipalities, and health organizations. We provide full service end-to-end grant-seeking support under one roof through five in-house services: nonprofit consulting, grant research, grant writing, grant management, and evaluation support. We are a women-owned, minority-owned business.

Please read [Think and Ink Grants Diversity, Equity and Inclusion Statement](#)

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