

## **Associate Grant Writer and Consultant (Full-Time)**

**Start Date:** OPEN

**Location:** Remote; Atlanta, GA Preferred

**Job Type:** Full-time hourly, 30-40 hours per week

**Salary:** \$25-\$35 per hour

### **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 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 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**

- Provide support across all of Think and Ink Grants™ service areas: grant writing, grant research, grant management, grant evaluation, and nonprofit consulting
- Write, edit and forward LOI's and proposals to clients
- Compile all required documents and attachments as required by funders
- Lead client meetings to guide the grant writing process and manage client expectations
- Project manage the entire submission process from meeting with clients to understanding the program, translating the program to paper, to the final delivery of the finished product
- Serve as an advisor to provide consulting support as the need arises
- 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
- Attend and lead monthly client meetings as touchpoints to ask questions, give an overview, and provide updates on pending applications.

## **Classification**

This position is a six-month, full-time, remote, non-exempt contract-to-hire of 30-40 hours per week. At the end of six months, we will determine if there is an opportunity for this position to lead to full-time permanent status.

## **Skills and Qualifications**

Incumbent 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 three (3) 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
- Minimum of five (5) years writing and preparing grant applications

## **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.

A background check and live writing assessment will be required.