

# **Position Title: Grant Writer**

Organization: The Project With A Purpose Inc

Location: Remote

Reports To: Chief Financial Officer (CFO)

Position Type: Volunteer

## **Position Summary:**

The Grant Writer is responsible for researching, developing, and writing grant proposals that support the mission and programs of The Project With A Purpose Inc. This position plays a vital role in securing funding from foundations, corporations, and government sources to strengthen programs that serve veterans and the community.

Working closely with the Chief Financial Officer, the Grant Writer ensures that all proposals are accurate, compliant, and aligned with the organization's financial and strategic goals.

## **Key Responsibilities:**

- Grant Research & Development
- Identify and research potential funding opportunities that align with the organization's mission and programs.
- Maintain a grant calendar of application deadlines, submission dates, and reporting requirements.
- Build and nurture relationships with funding agencies, foundations, and community partners.

## **Proposal Writing & Submission**

- Write clear, persuasive, and mission-driven grant proposals, letters of inquiry, and progress reports.
- Work with the CFO to develop accurate budgets and financial narratives for grant submissions.
- Ensure timely submission of all proposals and compliance with funder guidelines.

### **Collaboration & Reporting**

- Collaborate with program staff to collect data, impact stories, and outcomes for proposals and reports.
- Track and document the status of submitted grants and awarded funds.
- Support post-award reporting and assist the CFO with funder financial reporting as needed.

### **Corporate & Foundation Partnerships**

- Work with the Chief of Operations and Fundraising Coordinator to identify and pursue corporate grant and sponsorship opportunities.
- Support donor recognition efforts by contributing to thank-you letters, impact reports, and public acknowledgments.

### **Qualifications:**

- Proven experience in grant writing, nonprofit fundraising, or related field.
- Strong research, writing, and editing skills with attention to detail.
- Ability to interpret and meet grant requirements and deadlines.
- Excellent organization and communication skills.
- Passion for helping veterans and supporting community-based initiatives.

### **Preferred Skills:**

- Experience with grant management or tracking systems.
- Familiarity with nonprofit budgeting and reporting processes.
- Knowledge of local, state, and federal grant programs.

### **How to Apply:**

Interested candidates should email a resume, writing sample, and brief cover letter to [theprojectwithapurpose@gmail.com](mailto:theprojectwithapurpose@gmail.com) with the subject line: Grant Writer Application.