

Position Description

Position: Grant Writer (Independent Contractor)

Hours: Hours will fluctuate based on the organization's fundraising needs and grant application timelines.

Description: The Grant Writer will be responsible for assisting the Development team in all aspects of the grants process, but especially in prospecting for funding opportunities and composing applications and reports. This position is location-flexible and part-time.

Reports to: Director of Development

Responsibilities:

Prospecting

- Research grant opportunities to ensure the Village Learning Place (VLP) has a robust pipeline of local, regional, and national grant opportunities to pursue
- Help evaluate potential funding opportunities to ensure the VLP makes wise and productive choices about what potential funding sources it pursues

Grant Writing

- Draft grant applications narratives that are reader-friendly and high-quality writing free of typos, jargon, and lackluster
- Organize and share files to make compiling attachments easy and to facilitate reporting by aggregating important information and documents
- Produce drafts in a timely manner, on deadline

Staff Collaborations

- Work as part of a team to achieve the VLP's Mission and to integrate the VLP's Core Principles of Commitment, Compassion, Honesty, and Patience in all efforts
- Meet with direct supervisor regularly and share information and resources with team members as needed
- Act as an approachable thought partner for Development team members
- Provide time sheet with billable hours

Minimum Qualifications:

- 2–5 years of grant writing experience, particularly in support of libraries or educational programming
- Undergraduate degree in English, Communications, Journalism, or a similarly appropriate field
- Proficiency in digital communications tools, including email, MS Teams, and MS SharePoint
- Experience working remotely/independently
- Outstanding communication skills and a felicity of expression, especially an ability to explain complex subjects in a clear, concise, and credible manner
- Ability to tailor tone, voice, and style as needed

- Willingness to serve as a collegial editor who can offer specific, encouraging feedback to bring a piece of writing to its best iteration
- Flexibility and a sense of humor
- Passion for the Village Learning Place's mission and impact

Compensation: \$20–\$22/hour

Interested candidates should send a cover letter and resume to Lina Hargadon, Director of Development, at lina.hargadon@villagelearningplace.org.

Post-offer background check required.

Equal Opportunity:

The VLP is committed to providing equal employment opportunities to all staff members and applicants for employment. Accordingly, all terms and conditions of employment will be carried out without regard to race, creed, color, religion, gender, sexual orientation, nationality, marital status, age, or disability.

Equal employment opportunity will include, but not be limited to, the following: recruitment, employment, promotion or demotion, transfer, layoff or termination, compensation, selection for training, leave of absence, and any other form of employment-related action.

Persons with Disabilities:

The VLP prohibits discrimination against individuals with disabilities who can perform the essential functions of a particular position. In compliance with the law, we will make reasonable accommodations for such persons to function as staff members, unless undue hardship results.