

GRANT WRITER (FRESNO)

ACQUISITION PARTNERS OF AMERICA (APA), a California-based consulting firm that specializes in funding identification, grant development and strategic planning for municipalities, school districts and nonprofits, seeks a results-oriented proposal writer with a proven track record. Expertise in federal and state educational funding programs is a plus. This is a contract position -- writers receive set fees for their services as Independent Contractors.

RESPONSIBILITIES:

The grant proposal writer will develop and write grant proposals intended for third-party funding sources. The grant writer needs to gain a complete understanding of the program for which he or she is requesting funding. To do this, the writer may:

- Research the grant program's guidelines.
- As needed, interview key people in the client organization and perform comprehensive research into the client's proposed project.
- Have the ability to analyze the feasibility of a client's project budget.
- Be able to structure, develop, write and edit proposal sections building the response around the Request for Proposal (RFP)/client requirements in a creative, compelling and compliant manner.
- Provide progress reports to APA as requested.

QUALIFICATIONS:

- A minimum of two years of experience with federal and state grant proposal writing. Experience with educational funding programs is a plus.
- Excellent written communication skills.
- Strong researching, analysis, writing, proofing and editing skills.
- Proficiency in word processing (Microsoft Word) and Internet research.
- Ability to work in collaboration with diverse client groups.
- Ability to quickly gain familiarity with a wide array of topical areas.
- Ability to follow detailed instructions and guidelines.
- Budgeting skills -- ability to construct complex multi-year budgets in Microsoft Excel is a plus.
- Ability to work effectively in a deadline-driven environment.
- Excellent organizational skills and attention to detail.
- Knowledge of educational, social service, workforce development and justice system best practices is also a plus.
- Ability to respect confidential information, exercise discretion and maintain professionalism.

Please email resume, cover letter and sample of previous work to shigginbotham@acquisition-partners.com.