



## **Grant Writer (contract)**

### **Overview of the Role**

Pier Partners is searching for experienced grant writers to support our nonprofit clients. Join our team for incredible learning opportunities, professional growth, and social impact.

This work is part-time and varies by project, typically 5-10 hours per week on a per-project basis. Our clients are typically nonprofits in education and social services, and vary in size from national organizations to entrepreneurial start-ups. Projects include developing proposal strategies, writing grant proposals and reports, prospect research, and editing.

We are looking for experienced grant writers with a commitment to succinct, compelling storytelling, a passion for social impact, and a commitment to increasing efficiency and capacity of high-impact nonprofit leaders.

### **About Pier Partners**

Pier Partners focuses on partnering with social sector leaders to develop the building blocks for impactful programs to grow and thrive. We specialize in fundraising, communications, and organizational strategy. We recruit and select contractors with writing and communication skills and coach them to develop high impact fundraising, communications, and marketing materials for our nonprofit and social enterprise clients. We are a fully remote company operating with US-based clients across multiple time zones.

### **What you'll do**

- Write grant proposals and reports by gathering and formatting information, writing drafts, and obtaining approvals
- Write, revise, and edit draft materials
- Provide communications support including but not limited to drafting emails, reports, memos, web language, marketing materials, presentations, and / or internal and external communications
- Research and identify grants that match the objectives of the organization
- Copy-edit written materials
- Review client messaging and materials, and identify core language for writing in the client's voice
- Meet deadlines final and interim deadlines for all phases of each project
- Analyze quantitative and qualitative data, and develop visual materials to present data
- Attend client meetings as needed
- Follow-through with project even as timelines shift
- Proactive communication progress, timing, capacity, and questions with manager
- Develop and maintain strong relationships with colleagues and clients



### Who you are

- **Writer.** You're someone who writes with clear, compelling, and concise language.
- **Goal-oriented.** You set achievable goals and meet them every time, on time.
- **Learner.** You are a lifelong learner seeking opportunities to stretch yourself and respond to feedback with openness and curiosity.
- **Passionate.** You are passionate about making a difference on a wide range of issues affecting our nation.
- **Open-minded.** You recognize that different organizations, leaders, teammates, and approaches all bring different perspectives and values to the table, and your inquiry-based approach helps uncover shared purpose.
- **Flexible.** You are seeking a role that can scale up or down based on available projects. You are comfortable navigating ambiguity, trying new things before asking for help, and voicing obstacles long before deadlines.

### Compensation

Compensation for this role is on a contract basis. Hourly rate is \$25-\$75 per hour, based on experience, and annual increases for strong performance.

### Anti-discrimination policy and commitment to diversity

Pier Partners seeks individuals of all backgrounds to apply for this position; we are committed to building a diverse and intentionally inclusive company.

### How to apply

Interested applicants should submit a resume and brief cover letter via [the Pier Partners job application form](#). Cover letters should describe why you are interested in the role and your estimated weekly capacity for this work, and demonstrate your writing skills.