



Job Description – Grant Writer

Do you have experience working with nonprofits? Are you passionate about making a huge difference with many different kinds of nonprofits at once? If so, ZIM Consulting is the place for you.

Who We Are - ZIM Consulting (ZIM) is a woman-owned, Denver-based company that specializes in grant research and writing, development, strategic and succession planning, training, and implementation services for nonprofit organizations. ZIM has worked with more than 250 nonprofits over the past 12 years, the majority of which are located in Colorado. Additionally, ZIM has performed projects in 16 states and with international clients who provide services in 121 countries around the world. Our staff is currently comprised of 16 team members. ZIM believes that all people are valued, inclusive of gender, gender expression, faith, sexual orientation, socioeconomic status, race, creed, occupation, or position.

Statement of Need – We are seeking a full-time Grant Writer to perform grant writing activities and duties on behalf of multiple organizations concurrently and to work closely with clients and their staff members. We are seeking an experienced and flexible grant writer who wants to hone their writing, client management, funder prospecting and cultivation, and leadership skills. There is also an opportunity to grow in other areas of ZIM depending on skill and interest. The ideal candidate has several years of grant writing experience and is looking to grow their skills and leadership in this field.

Specific Responsibilities Include:

- Write and submit LOIs, grant proposals, and reports on behalf of multiple clients simultaneously.
- Work directly with clients to fully understand what they do and to determine current and future funding needs.
- Maintain calendar and records of all potential and submitted grants on behalf of clients.
- Work with clients to develop an overall grants strategy as well as how to strategically align proposals and other communications with specific funder interests.
- Prepare all necessary documents and attachments for submissions.
- Work with clients and provide guidance on cultivating prospects and developing relationships with key funders.
- Work with clients to effectively communicate all aspects of an organization including how the organization's impact is portrayed and evaluated.
- Manage deadlines and requirements of funded grants for clients.
- Receive and incorporate feedback into grant proposals and reports.
- Conduct in-depth research of potential foundations and funding opportunities for clients.
- Prepare and present grant research prospects to clients.
- Organize and manage shared organization files.
- Track and input updates in ZIM's Client Relationship Management (CRM) system.
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Priorities

The ideal candidate will need to be able to:

- Work quickly, efficiently, and accurately when writing grants for multiple organizations.
- Write and edit compelling cases for why foundations should contribute to the organizations.
- Edit grants and other documents written by other staff.
- Utilize ZIM's grant tools and CRM to track and meet all grant-related deadlines.
- Conduct research and compile profiles of prospective funders for clients.
- Work quickly, efficiently, and accurately performing research for multiple organizations.
- Work successfully in a close-knit team environment by taking initiative in requesting information, knowledge, and support as needed from other team members.
- Maintain a high level of professionalism in all communications with clients, including appearing for meetings appropriately dressed and on time, or early whenever possible.
- Communicate grant needs with clients and coworkers in a timely and forthright manner.
- Respond quickly and professionally to emails and phone messages.
- Maintain a positive attitude and flexibility to take on additional duties as requested.
- Attend events and meetings as necessary.

Qualifications

- A minimum of three years of relevant grant writing experience, with a successful track record, and preferably with more than one type of organization.
- Excellent writing, communication, and critical thinking skills.
- Capable of translating complex information into compelling grant request formats and reports.
- Ability to multitask, self-direct, and prioritize multiple projects and deadlines simultaneously.
- Experience writing and submitting government grants is preferred.
- Capable of establishing and cultivating strong relationships with team members and clients.
- Demonstrable, strong client or customer management skills.
- Thrives when working in close-knit team environments.
- Competency working with communities of color, LGBTQ+ communities, poor and working class communities, immigrant communities, and other marginalized groups.
- Ability to carefully proofread and edit your own work and the work of others.
- Possess an extremely strong attention to detail.
- Ensure confidentiality and discreet handling of all business matters.
- Experience and knowledge of, as well as a passion for, nonprofits.
- Strong organizational and time management skills.
- Experience in a professional office environment.
- Knowledge of and comfort with the Association of Fundraising Professionals' code of ethics is preferred.

Additional Information

- Hours: This is a full-time, exempt position with some nights and weekends expected. The position attends client events approximately one evening or weekend each month. During busy grant seasons, working evenings and weekends may be necessary.
- Benefits: Health, dental, vision, and long-term disability. ZIM provides flexible schedules and vacation, including an open paid time-off policy. Professional development opportunities are also provided.

- Evaluation: This position will have a three-month initial evaluation followed by annual evaluations.
- Compensation: The salary range for this position is \$48,000 - \$50,000, commensurate with experience.

To apply, please send a cover letter, resume, and sample grant proposal (at least two pages) to hiring@zimconsulting.com with "Grant Writer position" in the subject line. Please state in your cover letter how you learned about the position. Only complete applications received via email will be reviewed. No calls.