



Grant Writing Consultant

About Us

Mockingbird Analytics, Inc. is a startup for-profit Benefit Corporation which works with non-profit and social good organizations to help them tell the story of their work through research, evaluation, and outcomes. We are offering a Grant Writing Consultant position with our company to a qualified individual who can participate in various client-based projects related to prospecting and grant applications.

This Consultant should be prepared to work in a small startup business on a per grant/project basis working with several clients per month and submitting at least one grant per month.

Grant Writing Consultant Job Description

The Grant Writing Consultant will be responsible for researching, collecting data, and writing government and foundation grant applications. To develop their proposals, the grant writer will familiarize themselves with a client organization's programs, goals, and financial needs. The consultant will be responsible for conducting permanent prospect research to identify, cultivate, and solicit new grants always looking for the best interests of our clients.

Responsibilities

- Work with our clients step-by-step to submit grant proposals.
- Identify the most appropriate grants for our clients and help them apply as soon as new opportunities become available.
- Write and submit high-quality grant proposals and supporting documents, ensuring timely submission of all required materials
- Write and submit high-quality government and foundation grant proposals
- Uses research tools to identify grant opportunities for our clients.
- Continuously improve through feedback

Requirements

- Bachelor's degree in communications, English, professional writing, or a similar major.
- Outstanding grammar and research skills are essential.
- More than 2 years of related experience and a proven track record in grant writing and program development.
- Certificates in grant writing that complement a bachelor's degree or graduate programs in nonprofit management are also accepted, but not required.

To Apply

Email resume and cover letter explaining why your knowledge is a good fit for our small consulting organization to info@mockingbirdanalytics.com. No phone calls, please. The position is open until filled.