



Job Description – Senior Grant Writer and Team Lead

Who We Are - ZIM Consulting (ZIM) is a certified 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 375 nonprofits over the past 15 years, the majority of which are in Colorado. ZIM has performed projects with nonprofits who provide services in all 50 States, and with international clients who provide services in 121 countries around the world.

Inclusion, Diversity, Equity, and Access - ZIM values the perspectives, identities, and experiences of all people, inclusive of gender, gender expression, faith, sexual orientation, socioeconomic status, race, creed, occupation, physical ability or position. Our company values life-long growth and learning, the well-being of our team, clients, and the communities they serve, and the role nonprofits play in building a better world.

Significant aspects of the nonprofit sector have a history of inequality and implementing systems that center whiteness, wealth, patriarchy, and colonialism. The remnants of these systems hurt the nonprofit sector's ability to act as organizational allies, address inequalities, and create sustainable, equitable solutions. We recognize that our company occasionally encounters these unequal systems in ways that do not align with our values, and as a team, we are committed to addressing these issues.

To better understand how we can help others, we are also intent on looking inward. We continually examine our own company culture and practices, as well as the ways that we engage with the nonprofit sector, our clients, and the communities they serve. We value reducing harm and advancing justice and equity in all communities. To bring our culture in alignment with our values, we are committed to the following:

1. Working with our clients to identify and address the root causes of systemic inequality and strengthening our team's capacity to do the same.
2. Supporting nonprofits in advocating for more equitable and accessible grantmaking systems from funders.
3. Addressing the nonprofit sector's lack of equitable employment opportunities for members of diverse and underserved communities.
4. Increasing access to funding for communities and organizations that have been systematically excluded from philanthropic grant-making.
5. Supporting an engaged committee with active leadership involvement to keep these issues at the forefront of our work.
6. Recruiting individuals from diverse backgrounds, perspectives, and experiences to strengthen our team.

7. Leveraging our influence, connections, and unique role in the nonprofit sector to advance justice and equity within our communities.

Reports to: Director of Grants or the Associate Director of Grants

Specific Responsibilities Include:

- Lead a small team of grant writers
 - Promote and foster team culture through team-building activities.
 - Coordinate and lead regular team meetings to coordinate document edits, portal checks, and other activities.
 - Support Grant Researchers & Writers as they transition into a Grant Writer position.
 - Mentor team members to support their growth and professional development.
 - Work with the Director of Grants and Associate Director of Grants to address team workload based on the strengths of team members and to address challenges.
 - Provide input to the Director of Grants and Associate Director of Grants around identified learning needs of the team or individuals on the team and assist with developing solutions.
 - Provide guidance to Grant Researchers & Writers and newer Grant Writers on best practices including grant writing, client management, and editing.
 - Work with team members to create coverage plans during PTO, in the event of turnover, and other absences, bringing in support from the Director of Grants and Associate Director of Grants as needed.
- Manage a portfolio of grant writing clients:
 - Write and submit LOIs, grant proposals, and reports on behalf of multiple clients simultaneously.
 - Work directly with clients to fully understand the scope and purpose of their work and determine current and future funding needs.
 - Maintain records and manage a calendar 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.
 - Provide guidance to clients 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.
 - Receive and incorporate peer and client 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.
- Contribute to internal ZIM systems
 - Organize and manage shared organization files.
 - Track and input updates in ZIM's Client Relationship Management (CRM) system.
 - Strengthen Grants Team processes and best practices.
 - Support implementation of Monday.com to ensure compliance and accuracy.
 - Participate in the hiring of grant writers, by occasionally reviewing job application materials and interviewing candidates.

Priorities

The ideal candidate will need to be able to:

- Demonstrate supportive leadership capabilities.

- Problem-solve independently and show good judgment on when to bring management in to support with challenges.
- Share knowledge about Colorado’s major funders and provide insight on relevant grant opportunities.
- Model best practices in grant writing and client management
- Work efficiently and accurately when writing grants for multiple organizations.
- Write and edit compelling cases for why foundations should contribute to the organizations.
- Provide content and copy edits on grants and other documents written by colleagues.
- Utilize ZIM’s grant tools, including Monday.com, to track and meet all grant-related deadlines.
- Work efficiently and accurately to perform research for multiple organizations.
- Work successfully in a 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 on time, or early whenever possible.
- Communicate grant needs with clients and coworkers in a timely and forthright manner.
- Respond professionally to emails and phone messages within 24 to 48 hours.
- Maintain 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 self-direct and prioritize multiple projects and deadlines simultaneously.
- Capable of establishing and cultivating strong relationships with team members and clients.
- Demonstrable, strong client or customer management skills.
- Competency working with communities of color, LGBTQ+ communities, low-income communities, immigrant communities, and other marginalized groups.
- Ability to carefully proofread and edit your own work and the work of others.
- Possess a 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, ability to set and meet internal deadlines for yourself and the team.

Preferred Qualifications

- Knowledge of and comfort with the Association of Fundraising Professionals’ code of ethics.
- Experience writing and submitting government grants
- Knowledge of Colorado’s funding landscape and major institutional funders.
- Prior experience in project management or workflow management tools.

Additional Information

- Hours
 - This is a full-time, salaried position
 - Occasional nights and weekends are required, particularly during busy periods.
- Evaluation

- Regular supervision and annual reviews.
- Salary Range
 - \$60,000 – \$64,000, commensurate with experience

Application Instructions:

To apply, please send a cover letter, resume, and sample grant proposal (at least two pages) to hire@zimconsulting.com with “ZIM Senior Grant Writer position” in the subject line. Please state in your cover letter how you learned about the position. **Please submit your application by Friday, September 23rd.** Only complete applications received via email will be reviewed. No calls please.