



# ZIM Consulting

Building Better Nonprofits for a Better World

## Job Description – Grant Researcher & 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 400 nonprofits over the past 17 years, the majority of which are in Colorado. Additionally, ZIM has performed projects with nonprofits who provide services in all 50 states and international clients who provide services in 121 countries around the world.

**Inclusion, Diversity, Equity, and Accessibility** - At ZIM, we value life-long learning, the wellbeing of our team, and the role nonprofits play in building a better world for all. We serve diverse clients and communities, and diverse voices, perspectives, and experiences strengthen our team. We are committed to cultivating an equitable and inclusive work environment and actively encourage applications from people with lived experiences such as BIPOC individuals, LGBTQ+ community members, low-income individuals, people with disabilities, immigrants, and members of other marginalized communities.

**Statement of Need** - We are seeking a full-time Grant Researcher and Writer to assist with new and existing clients. This is an entry level position in which the individual will identify funders and develop an initial grants strategy for clients. The goal for this position is to become familiar with grant research and then start to take on grant writing responsibilities. We are looking for someone with a passion for nonprofit work and writing and who wants to grow as a leader.

**Reports to:** Associate Director of Grant Research or Vice President and Grant Research and Writing

### **Specific Responsibilities Include:**

- Conduct in-depth research of potential foundations and funding opportunities for clients.
- Work directly with clients to fully understand what they do and determine current and future funding needs.
- Prepare and present grant research prospects to clients.
- Recommend appropriate funding opportunities to clients.
- Work with clients to strategically communicate all aspects of their organization including how the organization's impact is portrayed and evaluated. This can include discussions about advancing DEI

practices, specific evaluation methods, etc. that can be used to strengthen the organization's work and its grant applications.

- Work with clients to cultivate funder prospects and develop relationships with key contacts.
- Learn and develop grant proposal writing skills and begin writing grants and reports for clients.
- Develop and maintain collaborative client relationships.
- Maintain calendar and records of all prospective and submitted grants for clients.
- Prepare all necessary documents and attachments to submit grant applications.
- Manage reporting deadlines and requirements of funded grants for clients.
- Organize and manage shared organization files.
- Track and input funder updates into ZIM's Client Relationship Management (CRM) system.

### **Priorities**

The ideal candidate will need to be able to:

- Be thorough and detail-oriented in researching and compiling profiles of prospective funders.
- Work efficiently, performing research projects for multiple organizations simultaneously.
- Edit grants and other documents written by other ZIM staff.
- Utilize ZIM's grant tools and CRM to track and meet all grant-related deadlines.
- Work successfully in a team environment by taking initiative in requesting information, knowledge, and support as needed from other team members.
- Maintain professionalism in all communications with clients.
- Communicate needs with clients and coworkers in a timely and forthright manner.
- Respond quickly and professionally to emails and phone messages.
- Attend events and meetings as necessary.

### **Qualifications**

- Bachelor's degree and/or 1-2 years of relevant work experience. Preference for candidates with some grants, fundraising and development, or other nonprofit experience, or strong customer service experience.
- Excellent communication and critical thinking skills and a strong writing skills foundation, with a desire to continue growing and developing a compelling personal writing style.
- Ability to multitask, self-direct, and prioritize multiple projects and deadlines simultaneously.
- Capable of establishing and cultivating strong relationships with team members and clients and successfully working collaboratively in a team environment.
- Experience and/or knowledge of nonprofit organizations and their work in the community.
- Experience working with BIPOC and LGBTQ+ communities, low-income communities, immigrant communities, and other oppressed and marginalized groups.
- Capable of translating complex information into concise written communication.
- Ability to carefully proofread and edit your own work and the work of others.
- Possess a conscious attention to detail.
- Ensure confidentiality and discreet handling of all business matters.
- Strong organizational and time management skills.
- Data entry and database management experience within CRMs is a plus.

**Additional Information**

- Hours: This is a full-time, exempt position with occasional nights and weekends during busy periods and for client events. Busy periods typically equate to three separate months during the year. The position attends client events approximately one evening or weekend each month.
- Evaluation: This position will have a six-month initial evaluation followed by annual evaluations.
- Benefits: Health, dental, vision, and long-term disability. ZIM provides flexible schedules and vacation, including an open paid time-off (PTO) policy. Employees are encouraged to take advantage of the open PTO policy to prioritize their health and wellbeing. Professional development opportunities are offered and a stipend for external professional development is provided.
- Compensation: The salary range for this position is \$47,000-\$52,000, commensurate with experience.