ZIM CONSULTING
Building Better Nonprofits for a Better World

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 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 340 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. Our staff currently consists of 21 team members and three contractors.

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.

Diversity, Equity, and Inclusion - At ZIM, we value life-long growth and learning, the wellbeing of our team, our clients, and the communities they serve, 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 people with lived experiences such as women, BIPOC individuals, LGBTQ+ community members, low-income individuals, people with disabilities, immigrants, and members of ethnic minorities to apply. We also value transparency, and would be remiss if we didn't share that, like many organizations in the nonprofit sector, we are on a journey when it comes to our DEI efforts and education. Candidates for this position would be joining a team that is committed to reducing harm, mitigating the impacts of white supremacy, and advancing justice and equity in our communities, in our own company, and in the field of philanthropy.

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 and develop tracking systems for all potential and submitted grants on behalf of clients.
- Work with clients to develop an overall grants strategy, and strategically align proposals and other communications with specific funder interests.
- Prepare all necessary documents and financial 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 their organization, including how the organization's impact is portrayed and evaluated.
- Manage deadlines and reporting requirements of funded grants for clients.
- Provide support to teammates, including but not limited to providing content and copy edits on others' work.
- Incorporate feedback received 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.

Priorities

The ideal candidate will be able to:

- Prioritize tasks while working efficiently and accurately when writing grants for multiple organizations.
- Write and edit compelling cases for why funders should contribute financially to client organizations.
- Continually identify new potential grant funding for clients and strategize on good-fit opportunities
- Edit grants and other documents written by other staff.
- Understand and articulate issues facing various marginalized communities.
- Utilize ZIM's grant tools and CRM to track and meet all grant-related deadlines.
- Work successfully in a collaborative team environment by taking initiative in requesting information, knowledge, and support as needed from other team members.
- Be open to receiving and incorporate feedback from teammates, supervisors, and clients.
- 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

- A minimum of three years of relevant grant writing experience, with a successful track record, and preferably with more than one type of organization.
- Experience with writing government grants and preparing for submission highly desirable.
- Excellent writing, communication, and critical thinking skills.
- Experience and knowledge of, as well as a passion for, nonprofits.
- Demonstrated ability to translate complex information into compelling grant request formats and reports.
- Ability to multitask, self-direct, and prioritize multiple projects and deadlines simultaneously.
- Capable of establishing and cultivating strong relationships with team members and clients.
- Demonstrably strong client or customer management skills.
- Thrives when working in collaborative team environments.
- Experience working with BIPOC and LGBTQ+ communities, low-income and working-class communities, immigrant communities, and other oppressed and marginalized groups.
- Possess a strong attention to detail.

- Ensure confidentiality and discreet handling of all business matters.
- Strong organizational and time management skills.
- Experience writing and submitting government grants is preferred.

Additional Information

- Hours: This is a 40 hour full-time, exempt position with occasional nights and weekends during busy periods and for client events. The position attends client events approximately one evening or weekend each month. Due to COVID-19, many events are now offered virtually.
- 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.
- Evaluation: Performance reviews are conducted annually.
- Compensation: The salary range for this position is $47,000 - $52,000, commensurate with experience.

Application Instructions:

To apply, please send a cover letter, resume, and sample grant proposal (at least two pages) to hiring@zimconsulting.com with “ZIM 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 please.