



Job Description – Grant Writer

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

Who We Are - ZIM Consulting 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 that 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 lifelong learning, the well-being 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 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. This position reports to the Associate Director of Grants or Vice President of Grant Writing and Research.

What you will do:

Grant Writing: Draft, edit, and submit letters of interest, grant proposals, reports, and other grant documents on behalf of multiple nonprofit clients simultaneously. Receive and incorporate peer and client feedback into grant proposals and reports. Maintain records and manage a calendar of all potential and submitted grants on behalf of clients.

Client Management: Work directly with a portfolio of three to five nonprofit clients to fully understand the scope and purpose of their work, determine current and future funding needs, and gather necessary organizational documentation. Collaborate with each client organization 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. Attend client meetings as needed (for local hires).

Grant Research: Identify and research potential funding opportunities, including foundation grant opportunities and government grant and contracting opportunities for assigned client organizations. Assess opportunities for alignment with client needs. This involves research using online and database research and collaboration with ZIM's team of Grant Researchers.

Support Internal Systems: Organize and manage shared organization files. Use ZIM's systems and tools to track and meet all grant-related deadlines, recording updates in ZIM's client relationship database. Participate in and support a small team of grant writers and grant researchers to provide high-level content and copy edits on grant proposals and other documents written by colleagues.

Qualifications

- A minimum of two years of relevant grant writing experience, with a successful track record, and preferably with more than one type of organization. Other grant related experience may be substituted.
- 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.
- Thrives when working in collaborative team environments.
- Possesses a strong attention to detail.
- Ensures confidentiality and discreet handling of all business matters.
- Strong organizational and time management skills.

Additional Information

- Hours: This is a 40-hour full-time, exempt position with occasional nights and weekends during busy periods and for client events if located in Colorado. Busy periods typically equate to three separate months during the year.
- Remote vs. In-person: This position can be performed 100% remotely. If a candidate is located in the Denver Metro Area, they are encouraged to come to the office a minimum of one day a week. The day is of their choosing and can be divided into two half days if desired.
- Benefits: ZIM provides Health, dental, vision, and long-term disability; a 401(k) retirement plan; flexible schedules; and an open paid time off (PTO) policy. Employees are encouraged to take advantage of the open PTO policy to prioritize their health and well-being. Professional development opportunities are offered and a stipend for external professional development is provided.
- Teams: Each grant writer will be assigned to a grant writing team to assist them with clients. Each team has an editor as well.
- Evaluation: This position will have a six-month initial evaluation followed by annual evaluations.
- Compensation: The salary range for this position is \$55,000 - \$60,000, commensurate with experience.

Application Instructions:

To apply, submit a cover letter, resume, and sample grant proposal (at least two pages). Please state in your cover letter how you learned about the position. Successful candidates will receive an invitation to complete a writing assignment and participate in a panel interview. Application materials will be accepted until the position is filled. Only complete applications will be reviewed. No calls, please.