

Seeking Grant Consultants

Position Summary

United Way of Greater Atlanta (UWGA) is seeking to identify 4 to 5 professional and seasoned grant-writing consultants to increase the organization's capacity to raise funds from national foundations and federal government agencies.

Consultants will be hired on a per-project basis. Retainers may become available in the future.

UWGA prefers to contract with consultants who are able to deliver on all four of the following projects:

- Research and draft briefs of upcoming government and foundation RFPs.
- Research and draft case presentations for Community Engagement initiatives.
- Research and write proposals in response to government and foundation RFPs.
- Edit and/or refine rejected, but promising proposals.

Qualifications

Minimum Qualifications:

- One year of significant graduate and/or undergraduate-level study in writing; or equivalent experience.
- Two years of government and/or foundation grant-writing experience for a human service not-for-profit organization.
- Experience writing at least one grant of \$250,000 or more.
- Proven success in securing a minimum of \$250,000 or more within a 12 month timeframe.

Skills, Abilities and Competencies:

- Storyteller with a fresh, consistent and reader-friendly writing style.
- Editing, including command of grammar and punctuation and experience with AP style.
- Research, citation, interpretation, analysis and documentation of literature.
- Listening and communication skills.
- Problem-solving.
- Organizational skills, i.e., ability to successfully manage multiple projects simultaneously and meet deadlines.

Responsibilities:

- Work in close cooperation with UWGA's Director of Foundation and Government Grants to identify and compile information needed from other organizational departments.
- Work in close cooperation with program staff to collect and compile content information from community partners.

- Align the interests of foundation and government RFPs with UWGA programs and initiatives.

To apply, please compile and submit:

1. Resume/ CV in reverse chronological order; and/or Organizational Profile with bios of lead staff.
2. List of key grants sought in the past 2-5 years, including date sought, amount and outcome, i.e., awarded and/or declined.
3. List of 2-3 references who can speak to your grant-writing success on behalf of their organization/ agency.
4. List of 3-5 UWGA programs and initiatives that you have experience writing to; and/or 3-5 programs and initiatives for which your writing experience is related. For example, you have written a grant for early education, but not specifically for family engagement. Or, you have written for ending homelessness, but not for veterans.

Please send the following information to: hr@unitedwayatlanta.org. No phone calls please.