

# Young Nonprofit Professionals Network of Grand Rapids

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## Grant Writer

### Description

Since our start in 2007, Kennari Consulting has sought new thinking and smarter approaches to fundraising that serve the realities of the day and also strengthen nonprofits for the future. Our mission is to change the face of philanthropy, moving nonprofits of all sizes to greater capacity and meaningful impact within the communities they serve. We want to see more organizations with better tools and the resources they need – connecting donors to missions, using best practices, and engaging a broader community of donors.

Our vision is a future with strong communities supported by sustainable organizations, leading to generational change. Our company will model equitable practices to increase the voice and impact of those whom our clients serve. Our clients flourish because we partner and walk alongside them as they grow their efforts to fulfill their missions through sound business practices and inclusive, asset-based frameworks both in fundraising and program/project development. We are also a resource to the philanthropic community as partners in this work to create a more compassionate, healthier, and more just society.

We are seeking to add a full-time, part-time, or contract position to conduct the full range of activities required to prepare, research, submit, and manage grant proposals for organizations that are contracting grant writing services with Kennari Consulting. We will structure the position (full-time, part-time, or contract) based on a variety of factors, including candidate's preference and Kennari Consulting's strategic priorities.

This position will work with a variety of nonprofit organizations and will need the ability to project-manage multiple tasks and clients at one time. We are looking to diversify our team with a new perspective and fresh lens.

### Responsibilities

Key areas of accountability:

- Assist clients in thinking strategically about their programming and evaluation tactics. Utilize an asset-based lens when assessing and describing programs.
- Assessing the needs of an organization for grant writing success and provide recommendations to improve grants readiness
- Coaching clients in building relationships with foundations.
- Write, proofread, and edit grant proposals. Submit proposals through appropriate channels.
- Develop necessary supplemental materials for grant submissions (e.g., program budget, logic model, work plan).
- Research grant opportunities and prioritize projects to support clients in creating and implementing a successful grant seeking strategy.
- Work with the staff of client organizations to gather the information necessary to submit and report on grants.
- Manage a portfolio of clients while balancing competing priorities and deadlines. Proactively engage with clients to advance projects.
- Support Kennari's other departments with fundraising related communications (e.g., talking points, Case for Support) and occasionally project management.
- Maintain detailed activity records and keep internal team updated in project management system (Redbooth).
- Participate in company committees and offer a new perspective o Bring

### Hiring organization

Kennari Consulting

### Base Salary

\$ 24 - \$ 36

### Date posted

July 21, 2022

personal/professional experiences and a new lens to current processes and practices to better engage the full community in fundraising. o Identify opportunities for innovation and to build more equitable practices and outcomes.

## **Qualifications**

Qualifications:

- Prefer a minimum of two years of grant writing experience.
- Prefer experience managing multiple clients and/or accounts.
- Ability to work collaboratively in a synergistic team, with a strong customer-service orientation.
- Strong written communication skills: ability to write clear, structured, articulate, and persuasive proposals.
- Professional presentation, with excellent verbal, written, and interpersonal communication skills.
- Computer literacy including Google Suite, Microsoft Office Suite, virtual meeting platforms, and comfort with other technology related tools (online grant application portals, texting, Dropbox, apps for hours tracking/parking/etc.)
- Ability to multi-task and work independently and efficiently, working in a hybrid of in-person and virtual meetings, with occasional travel. Office, and majority of the team, is based in Grand Rapids, Michigan. Occasional evening and weekend hours may be required.

## **Job Benefits**

We are committed to our employees and offer a compensation and benefits package for all employees. We believe in growth, advancement, and invest in professional development. Employees are encouraged to identify areas for growth and work with their supervisors to find and participate in professional development opportunities, ranging from webinars and classes to occasional conferences. We are fast-paced and committed to the work. We work hard to ensure Kennari's culture is one in which all team members feel safe and comfortable bringing their authentic self to work each day. If you are truly interested in partnering with nonprofits to create real community change, come join our team and help our company live out its mission today and long into the future. This position will join the team as a Strategist (pay range: \$24– 36/hour).

## **Contacts**

Please email [misty@kennariconsulting.com](mailto:misty@kennariconsulting.com) with any questions or to apply. To apply, please send a cover letter, resume, and one writing sample. Please also state your employment preference at this time (full-time, part-time, or contract). Kennari Consulting is an equal opportunity employer.

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