



Grant Prospector

FPRI is seeking to hire a grant prospector on a contract basis to assist in the development of research proposals across its programs. This position will report to the Director of Research.

RESPONSIBILITIES

- Assist research fellows and staff in facilitating funding proposals for research projects at federal, state, and local government agencies, as well as private foundations.
- Identify between 5-10 appropriate prospects (RFPs and grant opportunities) for funding per month.
- Assist the research staff in editing and tailoring existing proposals to match the profile and requirements of specific sponsors.
- Maintain an inventory of renewable and new funding opportunities.
- Track grant application/renewal deadlines and generate reports for appropriate research staff.

QUALIFICATIONS

- A minimum of 3-5 years prospecting grants for nonprofit organizations and think tanks, with demonstrated research skills and experience.
- Excellent interpersonal and written communication skills.
- Deep knowledge of funding and application processes at private foundations and government agencies.
- Familiarity with MS Office, Google Suite, and Adobe products.
- Ability to work independently and on schedule.

PREFERRED QUALIFICATIONS

- Experience with grant writing for nonprofit organizations is a plus.
- Experience working with international projects and knowledge of multinational or overseas foundations is a plus.
- Applicants must be authorized to work for any employer in the United States.
- We are unable to sponsor an employment visa.

COMPENSATION

- This is a part-time 1099 contractor position.
- Benefits are not included.

APPLICATION INSTRUCTIONS

- **Please share your interest in the organization and describe your experience(s) in a cover letter, and resume or CV with "Grant Prospector" in the subject line to tspencer@fpri.org.**
- Please, no phone calls. Direct applicants only please, no agency submissions will be reviewed.

FPRI is committed to considering a broad array of candidates, including those with diverse work experience and backgrounds. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender expression, national origin, disability status, protected veteran status, or any other characteristic protected by law.



FPRI's offices are based in Philadelphia, however candidates based elsewhere will be considered.