



## Grant Writer

FPRI is seeking to hire a grant writer on a part-time contract basis to assist in the writing of grant proposals across its research programs. This position will report to the Director of Research.

### RESPONSIBILITIES

- Assist research fellows and staff in preparing funding proposals for research projects at federal, state, and local government agencies, as well as private donors and foundations.
- The individual selected will be expected to draft a minimum of 2-3 proposals per month.

### REQUIRED QUALIFICATIONS

- A minimum of 3-5 years of experience writing grants for nonprofit organizations and think tanks.
- Deep knowledge of funding and application processes at private foundations and government agencies.
- Experience writing and managing successful grants for federal agencies.
- Familiarity with MS Office, Google Suite, and Adobe products
- Excellent written communication skills.
- Ability to work independently and on schedule.
- Applicants must be authorized to work for any employer in the United States. We are unable to sponsor an employment visa.

### PREFERRED QUALIFICATIONS

- Experience with grant prospecting for nonprofit organizations is a plus.
- Experience working with international projects and knowledge of multinational or overseas foundations is a plus.

### 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 Writer" in the subject line to [tspencer@fpri.org](mailto: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.