Grant Writer – Contract Position

Position Specifications

About SPI

Strategic Partnerships, Inc. (SPI) is a full-service, public sector focused consulting and research firm based in Austin, Texas. SPI specializes in government procurement consulting, governmental affairs services and customized research. SPI is recognized as a pioneer in the business of partnering public and private entities for commercial purposes. To learn more about SPI, please visit: www.spartnerships.com.

Summary

The Grant Writer will be responsible for preparation of proposal and grant applications, as well as researching, identifying, developing and responding to grant opportunities in multiple areas.

Job Responsibilities

- Write high-quality grant proposal narratives, applications, and supporting documents
- Responsible for researching, collecting data, and writing of each grant
- Work with client teams to compile financials and data
- Manage the proposal submission process to ensure timely submission of all required materials
- Coordinate and follow-ups on the progress of submitted proposals

Requirements

- A minimum of 2 years of experience in research and grant writing
- Bachelor’s Degree required
- Demonstrated ability to write successful grant proposals
- Detail-oriented, organized, deadline-driven
- Clear, precise and compelling writing skills
- Able to effectively communicate
- Motivated self-starter with the ability to work independently with purpose and accuracy in a fast-paced environment
- High proficiency in all areas of Microsoft Office to include Outlook, Word, Excel and PowerPoint

How to Apply
Please email a brief cover letter describing your interest in the position & résumé to mailto:lmatisi@spartnerships.com. In the subject line of your email, please put Grant Writer.