

# Grant Writer – Contract Position

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## *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](http://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*.