



Contract Grant Writer

About us

Camp Fire Georgia is a Non-Profit youth development organization that has been engaging youth through our summer camps, after school programs, teen leadership opportunities, and community events since 1923.

Helping young people become who they want to be takes time and encouragement. It takes paying attention to what sparks a passion. At Camp Fire, that's what we do. We help youth discover the exceptional people they are, now!

Visit us at campfirega.org! Email employment@campfirega.org with questions.

Salary: Negotiable monthly stipend

** Bonuses will be awarded upon performance

Work Location: Remote

Duration: This is a short-term contract position through June 2024, with the possibility of extension based on organizational needs.

Job Overview:

We are seeking a skilled and experienced Contract Grant Writer to join our team for a short-term assignment from January to June. The successful candidate will be responsible for researching, writing, and submitting grant proposals to secure funding for our organization. Potential bonuses will be awarded based on performance. The ideal candidate will have a proven track record in grant writing, excellent research and communication skills, and the ability to work independently to meet tight deadlines.

Qualifications:

- Passion for youth-focused organizations, including those who work with youth who hold marginalized identities.
- 1-2 years of experience as a grant writer, with a successful track record of securing funding.
- Strong research and analytical skills to identify relevant grant opportunities.
- Outstanding writing, editing, and proofreading skills in line with Camp Fire Georgia's unique voice.
- Self-motivation and the ability to work effectively, independently, and with limited oversight.

- A focus on delivering content that is high quality and on-time.
- Ability to exercise discretion while handling confidential information.
- Familiarity with diverse funding sources and grant application processes.
- Excellent organization, time management, and attention to detail.

Responsibilities:

- Grant Proposal Development:
 - Utilize grant research tools to identify new funding opportunities that align with the organization's mission and projects.
 - Write clear, compelling, and well-organized grant proposals, ensuring alignment with funder guidelines and requirements.
 - Create—and update—a written bank of commonly utilized responses to grant questions.
 - Submit written materials to the Board Chair and Vice Chair in advance of grant deadlines with sufficient time for revision and rewrite.
- Grant Submission:
 - Prepare and submit grant proposals within specified deadlines.
 - Develop and implement a system to track proposals, RFPs, and other materials, ensuring all deadlines are met.
 - Generate complete application packages and collect required supporting documents in response to Requests for Proposals.
- Relationship Building:
 - Assist with grant reports and post-submission requests for clarification, supporting documentation, and compliance documentation.
 - Cultivate relationships with potential funders and grant-making organizations.
 - Communicate effectively with funders to seek clarification on guidelines and to establish rapport.
- Additional responsibilities: dependent upon contractor availability/capacity

Application Process:

Interested candidates should submit a resume, cover letter, a writing sample of a previously submitted grant proposal, and two professional references. Applications can be sent to employment@campfirega.org.

Camp Fire Georgia is an equal opportunity employer and encourages candidates of all backgrounds to apply.