

REQUEST FOR PROPOSALS
Grant Writer (*Independent Contractor*)

About IGNITE

IGNITE is a movement of young women who are ready and eager to become the next generation of political leaders. We offer civic education, exposure to elected women, hands on training and work opportunities, and a peer network of women who support each other's aspirations. We are a national, non-partisan 501c3. IGNITE programs and events are for all cis and trans women, as well as non-binary people who are comfortable in a space that centers the experiences of young women.

IGNITE is seeking a part-time contract Grant Writer to support the organization's Director of Institutional Giving. Contractor will work remotely with an expectation of approximately 15 hours of work per month for a minimum of 3 months, with the option to extend on a month-by-month basis.

Job Type: Contract, remote

Compensation: Hourly rate of \$50-\$100, up to 15 hours per month. The Grant Writer will be required to submit a monthly invoice in accordance with IGNITE's bill pay policies for vendors and contractors.

To Apply: Please send a resume, statement of interest, and writing sample in PDF format to Debra Coltoff, Director of Institutional Giving, at debra@ignitenational.org.

THE POSITION:

IGNITE is seeking an experienced, reliable, self-motivated, and proactive grant writer to assist our Development Team in writing, reporting on, and obtaining grants that will help us expand our core programs and reach our financial goals. The ideal candidate has the ability to quickly learn our organization's voice and program details to be able to communicate our message, intent, and value to potential partners and funding opportunities.

Responsibilities:

- Serve as lead writer, support writer, or editor as necessary for assigned grants, reports, and letters of intent; coordinating review of each grant by key staff;
- Develop and rewrite narratives about all aspects of the organization's work to align with a diverse array of funding opportunities;
- Work closely with the IGNITE Operations team to request budgets and financial reports to accompany grant proposals and reports;
- Manage your own grants calendar while monitoring the IGNITE grants calendar to ensure that upcoming deadlines are met and that deliverables are completed on time;
- Write and edit assigned program-specific grant reports;

- Work closely with IGNITE teams to request necessary program-related data needed for grant writing and reports;
- Document and track use of participant and alumni stories in grant applications and reports.

Qualifications

- Proof of excellent writing, editing, and communication skills, with the ability to develop persuasive grant proposals and reports in a limited time frame.
- 5+ years of experience in grant-writing or similar fundraising roles.
- Strong understanding of grant-making processes, funding sources, and compliance requirements in the nonprofit sector.
- Remote-savvy technical agility and competency with Google Workspace and various grant portals.
- Familiarity with Asana for project management.
- Commitment to the mission and values of IGNITE.
- An affinity for working with a culturally and politically diverse community.

IGNITE is an Equal Opportunity Employer. We will consider applicants for positions without regard to any category protected by applicable federal, state or local law, including but not limited to: race, color, religion, sex, national origin, age, physical or mental disability, genetic information, veteran status or uniformed service member status. Women, people of color, LGBTQ people, young people, and members of other historically disenfranchised populations are strongly encouraged to apply.