



**Job Posting:
Grant Writing Specialist/Consultant**

Pear Associates helps mission-driven organizations become more fruitful through strategic growth and fund development. We support nonprofit and government entities within the health, education, and social services sectors. Our passionate team brings a range of work and life experiences to Pear Associates. Working remotely from home-based offices, Pear Associates' employees bring their expertise as nonprofit executives, government leaders, and subject matter experts to our clients through short-term engagements and long-term relationships that have a positive impact.

Job Title: Grant Writing Specialist/Consultant

Reports To: Vice President Client Services

Position Overview:

The Grant Writing Specialist/Consultant plays a crucial role in assisting nonprofit organizations in securing funding through effective grant proposal writing. You will work closely with Pear Associates clients to understand their missions, objectives, and funding needs, and then research and write compelling grant proposals to various funding sources. Your client portfolio may include long-term clients for whom we provide ongoing grant writing support, short-term clients we support during staff transitions, and project-based clients who contract with us for specific proposal opportunities. Your work will directly contribute to the success of nonprofit initiatives in the health, human services, and education sectors.

Key Responsibilities:

- Collaborate with nonprofit clients to assess their funding needs, project goals, and programs.
- Gather information through document review, interviews, and meetings to tailor grant proposals to each client's unique mission and objectives.
- Maintain ongoing communication and relationships with clients to provide updates and gather necessary data.
- Research potential funding opportunities from government agencies, foundations, and other grant-making entities.
- Write clear, persuasive, and well-organized grant proposals that align with the client's goals and meet the specific requirements of funding sources.
- Review budgets and financial information to ensure they align with proposal narratives and support grant applications.
- Support clients to ensure all grant applications are submitted accurately and within deadlines.
- Track the progress of grant applications and reporting requirements.
- Collaborate with clients to ensure compliance with grant terms and conditions.
- Assist clients in preparing and submitting grant progress reports and evaluations.
- Stay up-to-date with industry trends, grant opportunities, and best practices in grant writing.
- Work collaboratively with other consultants and team members to leverage collective expertise and insights.
- Participate in team meetings and knowledge-sharing sessions.

In addition to the key responsibilities outlined above, other job duties and responsibilities may be assigned from time to time.

Qualifications

- A bachelor's degree in a related field, such as nonprofit management, business administration, public administration, or a relevant social science. A master's degree is preferred.
- Proven track record in grant writing and successful grant acquisitions from foundations, corporations, and/or government entities.
- Stellar research, writing, and editing skills.
- Excellent communication and interpersonal skills.
- Familiarity with grant management and reporting best practices.
- Ability to work independently and as part of a team.
- Detail-oriented, highly organized, and capable of overseeing multiple projects simultaneously.
- Experience in the nonprofit sector, preferably within health, human services, or education-related organizations.
- Ability to adapt to changing environments, priorities, and client needs in the nonprofit sector.
- High ethical standards and a commitment to the values and ethics of the nonprofit sector.

Location: While this position is remote, the person must be willing to attend quarterly in-person staff convenings in the Greater Boston area and occasional in-person client meetings, as needed.

Benefits: Pear Associates offers a flexible schedule that allows employees to maintain a healthy work-life balance. We encourage professional development through continuing education, conferences, and resource sharing. Our collaborative culture is promoted through formal and informal team meetings and events. Pear Associates offers paid time off, paid holidays, a health reimbursement plan, and 401K with employer match.

A certified LGBTQE-owned business, Pear Associates is an equal opportunity employer committed to creating a dynamic work environment that values diversity, equity, inclusion, and belonging. As an Equal Opportunity Employer, Pear Associates believes all persons are entitled to equal employment opportunities. The Company will not discriminate or tolerate discrimination against any employee or applicant because of race, hairstyle, color, creed, religion, genetic information, sex, sexual orientation, gender identity, national origin, age, veteran status, disability, or any other characteristic protected by local, state, or federal law. Equal employment opportunity will be extended to all persons in all aspects of the employer-employee relationship and terms and conditions of employment, including recruitment, hiring, training, promotion, transfer, discipline, layoff, recall, and termination. Individuals who have a disability may request a reasonable accommodation, if necessary, during the application process.

Applicants should submit a resume and cover letter to info@pearassociates.com