
Consultant/Grant Writing Specialist

Pear Associates is seeking a dynamic and experienced nonprofit professional to join our consulting team!

TO APPLY, submit a resume and cover letter to info@pearassociates.com. Applications without cover letters will not be considered.

Company Overview

Pear Associates is a private consulting firm focused on helping 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' consultants 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.

Position Overview

Our consultants are an invaluable asset to nonprofit and government organizations, offering a broad range of services within our primary service lines of assessment and strategic planning, grant writing, marketing and business development, fundraising strategy and support, and project management. With their expertise, experience, and dedication, Pear consultants bring value to their clients and help organizations achieve their goals confidently and successfully.

Pear Associates is adding a full-time consultant/grant writing specialist to our team. Grant writing engagements may include conducting prospect research, maintaining and managing a calendar of grant opportunities, providing strategic advisement on prospects and proposals, and drafting compelling and competitive proposal narratives.

Key Responsibilities

Client Engagements

- Builds, develops, and nurtures strong relationships with clients
- Serves as clients' primary point of contact, understanding their needs and objectives and ensuring that the firm delivers results aligned with such needs and objectives
- Exhibits proactive and direct communication with clients
- Manages the execution of consulting projects from initiation to completion, with a client-centered approach that ensures high-quality deliverables by agreed-upon deadlines
- Works well independently and collaboratively with other consultants to execute client projects
- Ensures flexibility to make necessary adjustments to consulting services provided to keep pace with client needs and troubleshoot challenges
- Reviews client contracts to understand the scope of work and available budget for each engagement
- Monitors activity to meet contract expectations related to consulting hours and deliverables

- Maintains high standards of customer service and excellence to ensure projects meet or exceed client expectations
- Exhibits critical thinking and problem-solving skills with some independence while engaging the project lead and/or their manager when necessary
- Conduct prospect/funder research using available tools, including The Foundation Center Directory, Grants.gov, listservs, and other resources
- Maintain and manage a calendar of grant opportunities, including deadlines and reporting
- Provide strategic advisement on prospects and proposals
- Draft compelling and competitive proposal narratives that are customized to represent the client's voice and align with funder requirements
- Facilitate meetings with clients and their partners
- Develop grant reports that meet funder requirements
- Remain current on best practices related to grant writing and prospecting

Qualifications

- At least 10 years of professional experience in at least one of Pear Associates' service lines (e.g., strategic planning, community assessments, project management, fundraising, grant writing)
- Experience managing programs and overseeing multiple projects simultaneously
- Extensive experience in nonprofit and/or municipal management, preferably within the health, human services, or education sectors
- Proven track record in consulting, advising, or providing services to nonprofit and/or government organizations
- Strong understanding of the nonprofit and/or governmental sectors, including knowledge of best practices, funding mechanisms, compliance requirements, and the unique challenges faced by organizations in health, human services, and education
- Strong interpersonal and communication skills
- Stellar writing skills
- Strong analytical thinking and problem-solving abilities
- High ethical standards and a commitment to the values and ethics of the nonprofit and municipal sectors
- Solid knowledge base acquired through college/university-based education and/or relevant work experience

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Working at Pear Associates

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 everyone is entitled to equal employment opportunities. Pear Associates 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 or expression, 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, and termination. Individuals who have a disability may request reasonable accommodation, if necessary, during the application process.

Pear Associates employs a fully remote workforce and 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 a retirement savings plan with an employer match. This role requires that an individual be able to remain in a stationary position up to 80% of the time, communicate information and ideas so others will understand and exchange accurate information in these situations, and observe details at close range (within a few feet of the observer).