
Grant Writing and Fundraising Consultant

Pear Associates is seeking a dynamic and experienced grant writer/fundraising professional to join our consulting team!

TO APPLY, submit a resume and cover letter highlighting your specific qualifications for this position 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, including grant writing and fundraising strategy and support. 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 who specializes in grant writing and/or fundraising 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. Fundraising Strategy and Support engagements may include conducting audits of existing fundraising programs, developing strategic fundraising plans, assisting clients in planning special events, conducting board and staff training, and developing customized donor acknowledgment and engagement processes.

Key Responsibilities

- 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
- Conducts prospect/funder research using available tools, including The Foundation Center Directory, Grants.gov, listservs, and other resources
- Maintains and manage a calendar of grant opportunities, including deadlines and reporting
- Provides strategic advisement to guide the implementation of fundraising strategies and develop prospects and proposals
- Drafts compelling and competitive proposal narratives that are customized to represent the client's voice and align with funder requirements
- Facilitates meetings with clients and their partners
- Develops grant reports that meet funder requirements
- Remains current on best practices related to grant writing, prospecting, and fundraising strategy and development
- Conducts audits of existing fundraising programs
- Develops strategic fundraising plans to help clients diversify and increase revenue
- Assists clients in designing, planning, and coordinating special fundraising events such as galas, golf tournaments, road races, and auctions
- Conducts board and staff training to create a culture of fundraising

Qualifications

- At least 10 years of professional experience in fundraising and/or 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 LBTE-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.