



Grant Writer

We are looking to hire a dedicated grant writer to write grant proposals for Phius. The grant writer will write coherent, organized, and compelling proposals. Prospective funders include government agencies and private foundations. Purposes range from technical research projects to support for outreach, training, and education.

Grant Writer Responsibilities:

- Study and understand the history, structure, objectives, programs and financial needs of the organization.
- Work with leadership to establish fundraising priorities, plan and timetable.
- Research and identify grant opportunities from government and non-government agencies.
- Collaborate with technical staff and other stakeholders to grant proposals and supporting documents for grant opportunities.
- Submit proposals to grant coordinators for approval.
- Respond to internal and external queries on drafted and submitted proposals.
- Collaborate with Marketing Communications Manager to maintain communications and relationships with funders, prospective fundraisers and other stakeholders.
- Maintain records and submit reports related to grant opportunities.

Grant Writer Requirements:

- Bachelor's degree in writing/communications.
- 2+ years of grant writing experience.
- Proficient with measuring and reaching income goals.
- Proficient with MS Office Word and Excel.
- Excellent knowledge of fundraising information sources.
- Excellent communication skills, both verbal and written.
- Strong people skills.
- Excellent organizational skills.
- Ability to meet deadlines.