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 Structure**
IGNITE has a national office that is responsible for:

- Developing and codifying IGNITE programs, packaging them and making them digitally available.
- Developing a national communications calendar (including social media) and managing all communications.
- Developing national partnerships.
- Working in partnership with staff to prepare individual, foundation and corporate proposals and reports.
- Working in partnership with staff to raise individual contributions from supporters across the US.
- Securing corporate sponsorships to support national-scale work.
- Developing annual budgets and managing all agency resources.

IGNITE staff are located across the country and work cross-functionally on national and content-area teams. IGNITE is on course to grow rapidly over the next 5 years with a strategic focus on expanding our reach to impact thousands more young women each year.

*The Grant Writer will be a part-time independent contractor reporting to IGNITE’s Director of Institutional Giving. This freelance position is remote with an expectation of approximately 15 hours of work per month.*

**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:**
- Assist the Director of Institutional Giving in the development of compelling grant proposals and reports, ensuring alignment with grant requirements, program goals, and strategic objectives.
Write, review, and edit grant proposals to ensure accuracy, clarity, and persuasive messaging.
Partner with the Director of Institutional Giving to assure timely submission of grant proposals and reports.
Write, review, and edit grant reports to ensure accuracy and completeness with grant guidelines, as needed.
Must have the ability to research deliverables independently and to communicate effectively to IGNITE staff to ensure deadlines are met.

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.

Job Type: Contract, part-time, remote

Compensation: $175.00/hour for a maximum of 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.

IGNITE requires all contractors to be vaccinated against COVID-19 within 6 weeks of their start date.

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.