

Grant Writer

Hours/Week:	10-20 Hours/Week
Employment Status:	Part-Time
Wage:	\$30-40/hr
Work Location:	Remote

About Black Men Hike

Black Men Hike is a non-profit organization dedicated to promoting mental and physical health amongst Black Men by enjoying the serenity of nature and the physical benefits of hiking. Black Men Hike started in 2019 as a small group of friends enjoying the benefits of nature. This small group quickly grew into a monthly event enjoyed by many Black Men across Los Angeles County, California. In early 2022, Black Men Hike officially became a 501(c)(3) tax exempt nonprofit organization in efforts to obtain the resources necessary to expand its reach and impact within its community.

Position Summary

The Grant Writer is responsible for managing a comprehensive grants program for Black Men Hike (BMH), which includes the preparation and submission of proposals to foundation, corporate, and government sources.

Duties and Responsibilities

- Responsible for tracking of programmatic funding needs and grants fundraising strategy for BMH.
- Research prospective grant sources (private, corporate and government) compatible with BMH's mission, values, and programs.
- Coordinate the development of grant requests by establishing timelines that outline tasks, assignments, and deadlines.

- Meet all deadlines and facilitate timely communications with BMH leadership.
- Draft and edit high quality, compelling LOI's, grant proposals, grant reports, and acknowledgement letters.
- Copy, collate, package, and submit final grant materials per grant instructions, and within funder deadlines.
- Respond to inquiries from funders and programs strategically and in a timely manner based on guidance from the President.
- Establish and maintain positive and professional working relationships with private grantors, corporate funders, and governmental agencies.
- Reviews, summarizes, and tracks data on grant awards received in database and file formats.

Requirements

- High School Diploma or Associate Degree
- At least one year of Grant Writing experience
- A portfolio of grants awarded

Knowledge and Skills

- Strong written communication skills; demonstrated ability to write clear, structured, articulate and persuasive proposals
- Attention to detail, strong editing and organization skills
- Ability to meet deadlines
- Motivated self-starter with the ability to work independently with purpose and accuracy in a fast paced environment
- High proficiency with Microsoft Office (Outlook, Word, Excel, PowerPoint)
- Experience with reporting databases preferred

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