



Grant Writing Consultant/Administrator/Fund Development Associate

Starts June 5, 2024

Data In Action, LLC (www.datainaction.org) is an equity-focused research, evaluation and development consulting firm empowering nonprofit organizations, programs and government systems across Public Health, Criminal Justice, Social Services/foster youth, Education, and Behavioral Health. *Our mission is to support and empower programs, organizations and systems to reach excellence, achieve equity, and have the greatest possible impact.*

We are looking to create a fund development team of at least 2 (senior and junior staff). We need a results-oriented, independent self-starter, innovative, critical thinker, and experienced grant writer with demonstrated experience writing, submitting and overseeing competitive grants to build us in as evaluators. Ability to develop quality, comprehensive timely proposals, from small to large federal grants (grants.gov) in Departments of Health, Justice and Education. We cover areas of youth development, violence prevention, justice systems change, education, health equity and public health. You work closely with the principal, hours flexible as long as deliverables are met with clear communication and expectations; Submit 3-5 proposals per month, approx. 5-8 hours/week as needed. Work remotely, independently, with possibility of expansion per excellent performance. Monthly compensation (\$1,000-\$1,500/month) expected/negotiable per performance and DNA growth.

Responsibilities:

- Search, monitor and shortlist relevant funding opportunities on a weekly basis.
- Write compelling, powerful grant proposals for shortlisted request for proposals.
- Collaborate with PI to prepare evaluation and development proposals for public health programs, criminal justice and education nonprofits/orgs/county agencies.
- Finalize, and submit quality proposals in a timely manner - manage the process and submission.
- Register DNA on vendor databases and funding portals.
- Standardize grants submissions process and structure for DNA, including grants.gov

Qualifications

- Seasoned, retired grant writers who want to help part-time encouraged to apply.
- Subject matter knowledge and interest in social justice, public health, social determinants preferred.
- Public sector (county, city, federal government, nonprofit) knowledge and experience a plus
- Sufficient knowledge of data, outcomes, and evaluation/logic models to incorporate into grants.
- Program development, project management skills helpful.
- Bachelor's degree, and/or professional fund development certification preferred.
- Experience in nonprofit fund development.
- Knowledge of grants.gov and federal grants (US DOJ, DOE, USDHHS) a plus.
- Strong work ethic, responsible and serious about impact.
- Proficiency with WordPress and Microsoft Office Suite.

To apply, send resume and grant sample to sjain@datainaction.org. Thank you. Serious Inquiries only.

"Equal Employment Opportunity/M/F/disability/Veterans. Women of color encouraged to apply."