

Grant Writer/Funding Specialist

Metro Strategies Group seeks to hire a part-time grant writer and funding specialist. Candidates interested in a full-time position are also encouraged to apply. This is **not** a contract position. This position will support the firm's grants and funding services for government, non-profit and private-sector clients. Core duties will include researching grant programs, developing funding plans for projects and preparing grant applications for the firm's local government clients.

Responsibilities include collaborating closely with clients to clearly understand their needs, providing strategic guidance and recommending funding options for a variety of initiatives that may include but are not limited to feasibility studies, infrastructure projects, economic development programs, health initiatives, sustainability projects and community planning. The successful candidate will be adept at communicating complex information through simple but compelling narratives to develop the most competitive proposals possible. They will have extensive experience with project managing complex proposals, conceptualizing ideas, facilitating planning sessions, developing implementation frameworks, providing guidance for project budgets and grant application and award requirements.

This position requires superior research, writing and communications skills with proven experience in grant research and writing. Experience working with the public sector on policy, programming, urban planning, transportation and community issues with a successful track record of securing local, state and federal funding is preferred. Candidates must have the ability to travel occasionally to client locations throughout the metropolitan Chicago region.

To Apply:

Review key duties and required skills. Submit all of the following to apply for this position: cover letter, resume, at least three references and writing samples including successful grant proposals. Indicate in your cover letter whether you are seeking a part-time or full-time position. Submit application materials to Seema Wadia at swadia@metrostratgroup.com.

Key Duties:

- Research and identify potential funding opportunities from various sources, including government agencies, foundations, and corporations
- Provide guidance on funding strategies for projects and develop funding plans
- Coordinate and communicate with funding agencies on behalf of clients
- Facilitate planning meetings to conceptualize project ideas and develop grant proposals
- Guide clients with go/no-go decision making to pursue strategic opportunities
- Draft grant program summaries
- Conduct thorough research on program goals, objectives, and outcomes to support grant proposals
Produce high quality data-driven project summaries, narratives and supporting materials that clearly connect to funding agency priorities and selection criteria
- Write and edit grant proposals, ensuring accuracy, clarity, and adherence to guidelines
- Provide support with the grant agreement and project start-up processes such as procuring consultant services
- Provide support for grant award management and reporting as needed

- Maintain knowledge of state and federal compliance requirements and provide guidance to clients as needed

Required Skills:

- Excellent research skills for identifying funding opportunities and gathering relevant information
- Superior writing skills with the ability to write clear, concise and persuasive grant proposals
- Technical writing skills to effectively communicate complex project details and outcomes
- Proficiency in proposal writing techniques, including developing a compelling case for support
- Program development skills to assist in the creation of new initiatives or expansion of existing programs
- Must be a detail oriented, strategic and analytical thinker
- At least three-plus years of successful grant research and writing experience
- Experience securing state and federal infrastructure grants for local governments preferred
- Experience with grant management and reporting is a plus
- Knowledge of local and regional issues is strongly preferred
- Consulting experience is a plus
- Must be able to juggle and prioritize a variety of tasks simultaneously to meet deadlines
- Ability to solve problems and recommend solutions to overcome challenges
- Ability to be flexible, well-organized and self-sufficient in a fast-paced environment.
- A minimum of a bachelor's degree in political science, public administration or equivalent related fields combined with relevant work experience. A master's degree is preferred.

Compensation and Benefits:

The hourly rate range for this exempt position is \$33.65 to \$44.27 per hour depending on qualifications. The anticipated compensation for candidates with a minimum of 5+ years of grant research and writing experience demonstrated by a solid track record of securing local, state and/or federal grants will fall at the higher end of this range. Part-time employees are eligible for a variety of benefits including paid time off, paid holidays, a hybrid work schedule and an employer-sponsored 401k plan.

About Metro Strategies Group, LLC

Metro Strategies Group, LLC is a WBE- and DBE-certified small business that works with government, private and non-profit entities in northeastern Illinois to implement thoughtful strategies to advance projects and priorities. The firm provides solutions for engaging stakeholders, strategic communications, public outreach, policy research and project funding. With a knowledge base spanning multiple industries from transportation and stormwater management to economic development and environmental issues, Metro Strategies Group brings a multi-disciplinary, focused approach to achieve successful outcomes. Metro Strategies Group is an equal opportunity employer, and all qualified applicants will be afforded equal opportunity without discrimination because of race, sex, gender identity, gender expression, color, religion, ancestry, national origin, veteran status, sexual orientation, age, marital status, familial status, source of income, disability, housing status, military discharge status, order of protection status, or physical or mental disabilities that do not impair ability to work.