



JOB DESCRIPTION

POSITION TITLE	EMP. STATUS
Grant Writer & Consultant	Independent Contractor

About Ardent Group

Successful nonprofits are born from passion, led with intellect, and often have a capacity that is limited only by an ability to fundraise. Fundraising and development strategies – determined by focus area, the nature of programming, and strategic goals – evolve as an organization matures. For emerging nonprofits, our services enable inspired leaders to focus less on the dollar and cents and more on the programming and operational challenges that matter most. More established organizations benefit from top quality grant writing and support services that build on capacity.

Ardent provides clients, primarily located in Rochester, NY, with fundraising and development services, including: development planning, grant planning and writing, annual giving strategies, development communications, comprehensive interim director level support, staffing strategies, donor relations support, and community engagement strategies.

Ardent uses a team approach to assess and address client needs.

Position Summary

Grant research, planning, and writing is a primary focus of this position. The incumbent is a careful writer, gives attention to all details, maintains appropriate comfort with project and program budgeting, and understands the dynamics of foundation relations.

The Grant Writer & Consultant is an experienced grant writer who is able to adopt a team approach to implementing a grant strategy. The Consultant directly interfaces with current and future clients to understand challenges and develop achievable grant plans to achieve objectives. The incumbent is an experienced grant writer and planner, having a record of winning proposals from government resources along with private, independent, and corporate foundations.

Ardent Group consultants operate with integrity and are proud to provide quality work.

Essential Duties & Responsibilities

Essential duties include, but are not limited to, the following:

GRANT WRITING & MANAGEMENT (75%)

- Grant writing, editing, review, and submission.
- Utilizing search engine and subscription services, conducts foundation and major donor research.
- Cooperates with clients to prepare realistic and organized grant plans.
- Investigates new grant opportunities that arise and, as appropriate, shares those

- opportunities with clients.

SUBJECT MATTER RESOURCE (25%)

- Maintain a current working knowledge and understanding of current trends and best practices in the field of fundraising and development;
- Serve as a reliable resource for clients and arrive at grant strategies to conquer unique challenges;
- Maintain understanding of major funding sources in the Rochester area;

Experience & Qualifications

- 3+ years of related experience
- Bachelor's degree (CFRE or Master's Degree a plus)
- Excellent writing, editing and communication skills
- Exceptional organizational skills; ability to multi-task and prioritize
- Positive, service-minded attitude; ready to serve clients with passion and enthusiasm
- Flexible, team player attitude; a collaborator, learner, and multi-tasker

Work Environment, Pay & Hours

- Ardent is estimating this position will work on average of 10 hours/week, but some weeks will vary based on client needs and grant deadlines.
- The Consultant will be paid an hourly rate of \$65 - \$90/hour depending on experience.
- Ardent Group Staff maintain a proper home office environment that accommodates professional virtual interactions
- Ardent will provide the consultant with an Ardent email address and subscriptions to grant research websites.
- Occasional travel to attend meetings with team members is required.