



Job Description: Contract Grantwriter

Position Status:	Contract
Location:	Remote/Hybrid; Based at CIS of Virginia, Richmond, VA
Reports to:	Senior Director of Development & Communications
Timeframe:	January - June 2025 (potential to be renewed)
Travel:	Occasional regional travel (Virginia) may be requested if beneficial for grant writing process

For over 25 years, Communities In Schools of Virginia (CIS-VA) has been striving for equity in educational opportunities. The state office is a small, high-energy office that has a history of strong operations and successful outcomes built upon community partnerships. Driven by our core values of collaboration, opportunity, access, and transformation and in adherence to the CIS National guidelines, the state office works to ensure that all affiliates have the tools and capacity to provide and sustain strong student programs and services in their local communities as they work directly inside K-12 schools supporting students who have historically been furthest from educational equity. Grantseeking will focus on finding funding sources to support our developing affiliate in the Southside region of the state as well as capacity building for the state office.

JOB SUMMARY

CIS-VA is seeking an experienced grant writer (both corporate and foundation grants) with strong writing and project management skills to support our team. The contract grant writer will be responsible for writing grants, preparing grant submissions, developing a bank of grant submission materials and project-managing a grant calendar. The grant writer will lend expertise regarding trends and funding sources in Virginia's philanthropic landscape, researching new great opportunities and assisting with overall grant strategy.

ESSENTIAL JOB FUNCTIONS

- Manage grant processes to include research, timeline tracking, writing proposals, and submitting funder reports to secure state office and collaborative network funding.
- Writes and submits a minimum of 3 grants per month from February - June.
- Research, identify, prospect, and develop strategies for new grant funding opportunities with a focus on growing our public funding portfolio.
- Review all aspects of each grant submission to ensure the proposal meets all granting agency requirements.
- Develop a bank of content to access for ongoing grant writing and resource development
- Develop a system for documenting and tracking pose-award requirements.



JOB QUALIFICATIONS

- Minimum 3 years of demonstrated experience and success in grant writing (4+ years preferred).
- Bachelor's Degree in a related field preferred; equivalent combination of education and experience from which comparable knowledge and skills have been acquired may substitute for degree.
- Proven competency and accuracy managing details in a tracking system
- Successful experience writing grants or preparing similar data-driven reports.
- Experience with both public and private funding
- Strong working knowledge of Google Drive applications

DESIRED SKILLS

- Highly entrepreneurial, multi-tasker with a solution focus.
- Strong writing skills including grammar, spelling, and the ability to independently compose and edit materials; experience proofreading and editing under tight deadlines.
- Proven skill in organizing resources, establishing priorities, and meeting deadlines.
- Organized, efficient, detail and process oriented.
- Superior attention to detail; excellent written, oral, presentation, and professional skills.

TO APPLY

Please submit your resume, cover letter, and recent grant writing sample to Julie Dillon, Sr. Director of Development and Communications at dillonj@cisofva.org.