



## Part Time Grant Writing Consultant

**About Us:** Building One Community (“B1C”) is a non-profit organization established in 2011 as a comprehensive resource center for immigrants in the Stamford, Connecticut area. B1C’s mission is to advance the successful integration of immigrants and their families.

**Position Summary:** Building One Community (B1C) is looking for a **Part-Time Grant Writing Consultant** to work up to 20 hours per month. The Grant Writer will play an integral role on the Development Team at B1C. The ideal candidate should have previous experience and proven success in the grant writing field. This employee will be required to provide high-quality grant proposals, touchpoints, and Letters of Interest (LOIs).

The compensation will be \$28-\$30 an hour, commiserate with experience. This role can be performed remotely, and you may choose to come to our Stamford, CT location for important meetings and events. This role will report to the Grants Manager. The Grant Writer will be responsible for up to three deliverables every month. Work cadence will be set in conversation between the Consultant and the Grants Manager.

### **Responsibilities will include, but are not limited to:**

- Support the team in grant submission and reporting including navigating grant submission portals, preparing budgets and financial reports, compiling supplemental materials, and formatting and uploading materials in accordance with the guidelines of funders.
- Support the team with research (including prospecting), writing, and proofreading as needed.
- Support the team’s coordination of quarterly and special reports.

### **Required Skills/Qualifications:**

- Excellent written and verbal communication skills.
- Ability to conduct thorough research.
- Detail-oriented and ability to multitask.
- Knowledge of current trends in donating and grants.
- Proficiency in Microsoft Office Suite tools.
- Experience writing grants for foundations, as well as governmental organizations.
- Experience working on a research team and securing grants.
- Excellent grammar and strong attention to detail.

### **Education and experience**

- A bachelor's degree is required. Master's Degree preferred.
- 3-5 years' experience in grant writing, or a related field.
- Prior non-profit experience.
- Proven success in a development/grant coordinator or management role.
- Knowledge of the non-profit sector, with Connecticut-specific knowledge, is a plus.

To apply for this position, please submit your resume to [jobs@b1c.org](mailto:jobs@b1c.org).

*Building One Community is an Equal Opportunity Employer*