



National Call for Applicants

Contractor Grant Writers, Ashley | Rountree and Associates (Louisville, KY)

Ashley | Rountree and Associates, a leading consulting firm to regional non-profit organizations, seeks to identify several highly qualified, passionate and successful professionals to potentially serve as contracted team members of our growing grant writing division.

Position Summary:

Our Grant Writers are responsible for conducting a full range of activities required to research, prepare and write winning grant proposals to foundation, government and corporate entities on behalf of our nonprofit clients. This includes the ability to undertake detailed research, interact with program officers, compile a variety of information, writing and editing grant applications, as well as developing calendars, deadlines, and templates to streamline the grant proposal process. Project management skills, in addition to the ability to construct and write successful grant applications, are a must.

Skills Desired:

Successful candidates must have a skill-set that demonstrates the following:

- Strong overall written communication skills;
- Ability to write clear, structured, articulate, and persuasive proposals;
- Detail-oriented editing skills;
- Aptitude to meet deadlines;
- Project management skills;
- Knowledge of basic fundraising practices and strategies;
- Familiarity with techniques for donor prospect research;
- Ability to work with a variety of different nonprofit clients together with the consultants of Ashley | Rountree;
- Fluent in keyboarding;
- Capability to work remotely with flexible hours;
- Attuned to tracking goals and results.

Experience Desired:

Preferred candidates will also have the following experience:

- Bachelors or Associates Degree (in English or Communications preferred);
- Previous experience writing grants for a non-profit organization with a proven, successful track record;
- Minimum of two years of grants writing experience (for foundation, government and corporate entities preferred);
- Must have proven experience with MS Office, including MS Word;
- Comfortable with on-line application forms;
- Experience with fundraising databases a plus.

Note:

Candidates need not live in the Louisville, Kentucky area as this role may be undertaken remotely. However, as our clients are typically within a 3-4 hour drive time from Louisville, knowledge and understanding of regional marketplaces is important.

About Ashley | Rountree & Associates:

Ashley | Rountree and Associates is the Louisville, Kentucky region's leading provider of consulting services for nonprofit organizations. Our primary focus is comprehensive fund development and strategic planning. We are committed to cultivating philanthropy and helping the communities we serve become a better place for all who live and work in them. Rather than create clients who are dependent on our expertise, we work to build each organization's capabilities from within. Our objective is to help each client develop the internal resources they require to reach present goals and to sustain future growth. Working closely with clients and communities, we help organizations transform dreams into achievements and dedicated donors into champions for change.

Cover letters, resumes and letters of reference are requested via email. Applications will be accepted until such time satisfactory finalists are found.

PLEASE CONTACT us by email only (No phone calls at this time please):

Tammy Moloy, Senior Consultant

Ashley | Rountree and Associates

2525 Nelson Miller Parkway, Suite 106

Louisville, KY 40223

tmoloy@ashleyroutree.com