

**Job Title:** Contract Grant Writer

**Organization:** Perennial

**Location:** Remote

**Position Type:** Contracted, 10 hours per month

**Compensation:** \$45 per hour

**About Us:** We are a small but impactful environmental nonprofit dedicated to building a creative culture of sustainability. Our team is passionate about ensuring safe, welcoming, and equitable access to reuse education and we are seeking a skilled Grant Writer to join us on a contract basis. In 2024, Perennial has an operating budget of \$355,000 with a grants line of \$90,000.

**Job Description:** We are looking for an experienced Grant Writer to help us secure funding for our projects and initiatives. The ideal candidate will have a proven track record of successfully writing grants for nonprofit organizations, a knowledge of St. Louis regional grant opportunities, and strong organizational and writing skills.

**Responsibilities:**

- Help generate and update standard program descriptions and answers for common grant questions
- Research and identify potential grant opportunities that align with our mission and programs
- Write compelling grant proposals, letters of inquiry, and reports to foundations, corporations, and government agencies
- Collaborate with our team to gather necessary information and data for grant applications
- Ensure timely submission of grant proposals and reports

**Requirements:**

- Previous experience in grant writing for nonprofit organizations, preferably in the St. Louis region
- Strong written communication skills with the ability to craft clear, concise, and persuasive proposals
- Excellent research skills to identify relevant funding opportunities
- Detail-oriented with the ability to meet deadlines
- Ability to work independently and remotely
- Should have access to your own computer

**Time Commitment:** This is a part-time contract position requiring approximately 10 hours per month. The schedule is flexible, allowing for remote work.

**Compensation:** The compensation for this position is \$45 per hour.

**How to Apply:** Please submit the following to [katie@perennialstl.org](mailto:katie@perennialstl.org):

1. Resume highlighting your relevant experience
2. A sample of a grant proposal or writing sample
3. A brief cover letter outlining your interest in the position and why you are a good fit for our organization

**Application Deadline:** We will be accepting applications until May 17th. Applications will be reviewed on a rolling basis, so early submissions are encouraged.