



## **Seeking Part-Time Grant Writer**

\$20-\$25/hr

The Carnegie Center of Columbia Tusculum is a nonprofit community center whose mission is to promote and enrich community through diverse programming and celebrations while ensuring preservation of our historic landmark.

We are seeking a talented, experienced, and part-time Grant Writer to join our team. The Grant Writer will be responsible for identifying funding opportunities, developing grant proposals, and managing the grant application process. The successful candidate will have a proven track record of securing grants and a deep understanding of nonprofit organizations and their funding needs. This is an excellent opportunity for a motivated individual who is passionate about making a positive impact in communities.

The self-directed, goal-oriented Grant Writer apply for a minimum of six grants per year and work 10 hours per month. This is a fully remote part-time position. Compensation range for this position is \$20 to \$25 dollars per hour, depending on experience.

### **Qualifications**

- \* Minimum of 3 years experience writing successful grants
- \* Experience working with nonprofits
- \* Excellent communication skills
- \* Familiarity with grant foundations and funding resources in Cincinnati
- \* Excellent computer skills and comfort with online research

### **Essential Duties and Responsibilities**

- Conduct prospect research to identify potential grant opportunities

- Develop and write persuasive grant proposals
- Create budgets and financial reports for grant applications
- Collaborate with program staff and finance team to gather information for proposals
- Ensure timely submission of grant applications and follow up reports
- Manage ongoing relationships with funders, including reporting on grant outcomes
- Maintain accurate records and documentation related to grants
- Stay up-to-date on grant funding trends and best practices
- Solicit Programming Sponsorships from local businesses at the end of each year.

### **Apply**

*Mail your resume and cover letter to:*

The Carnegie Center of Columbia Tusculum

3738 Eastern Avenue

Cincinnati, OH 45226

Or email to: [events@thecarnegiecenter.org](mailto:events@thecarnegiecenter.org)