



POSITION DESCRIPTION: GRANT STRATEGIST

Title: Grant Strategist I or Grant Strategist II

- **Reports to:** Senior Grants and Projects Strategist(s)
- **Hours:** Full-time or partial FTE (0.60 FTE minimum), flexible (weekdays), remote
- **Employee/Contractor Status:** Employee preferred; open to subcontracting
- **Rate:** \$45,000 - \$80,000 (full-time, salaried employee), to be determined based on employee/contractor status and level of experience as related to specific position.

About Encore

The Encore Institute for Social Impact is a team of purpose-driven nonprofit experts dedicated to addressing complex social issues through transformative services and solutions. We partner with nonprofit organizations to build sustainability, strengthen organizational health, and increase measurable impact.

We are a strategy-driven consulting and training firm. We partner with nonprofit leaders to develop sustainable funding strategies, strengthen organizational capacity, build high-impact programs, and use data to demonstrate results. Our approach to nonprofit capacity building is holistic, rooted in strong program design, quantifiable outcomes, realistic budgeting, and long-term revenue strategies.

Encore is grounded in the Agile principles of continuous improvement, transparency, and sustainable pace. We consistently work to raise the bar on our work and team performance in a culture that values high standards *and* quality of life for both our teammates and clients.

We value:

- Strong writing
- Insightful thinking
- Collaborative problem-solving
- People who want to do excellent work without burning out

The Opportunity

We are seeking a Grant Strategist to join our growing team. This role may be hired at either:

- **Grant Strategist I:** 2-3 years of experience
- **Grant Strategist II:** 5 or more years of experience

The specific role (Grant Strategist I or II) will be determined by experience and demonstrated competency, including the ability to independently lead client engagements.

This is a remote position. Candidates should be comfortable working within U.S. business hours and collaborating regularly with clients and team members across time zones.

Due to the place-based nature of funder relationships, candidates located in Missouri, Kansas, or the broader Midwest are preferred, though we welcome applicants nationwide.

What This Role Really Is

This *is not* a “grant mill” writing position. This *is* a consulting role for someone who:

- Thinks beyond the writing to the strategy
- Asks insightful questions to frame each project
- Understands how programs, budgets, and outcomes connect
- Views funding as one part of organizational sustainability
- Embraces and integrates into our unique, Agile-based approach to grant development
- Wants to work closely with colleagues and make meaningful contributions to a team that collaborates regularly on problem-solving, creativity, and mutual growth.

- You will work with a variety of nonprofit clients simultaneously, helping them brainstorm ideas, shape competitive proposals, and build stronger funding systems over time.

Our strongest team members are naturally curious, thoughtful in their questions, and energized by helping nonprofit leaders turn big ideas into clear programs and fundable strategies.

Core Responsibilities (Grant Strategist I and II)

Strategic Grant Development

- Serve as the main contact who guides nonprofit clients in developing their grant-seeking strategy
- Conduct funder prospect research and refine it for alignment and award viability
- Lead end-to-end development of highly persuasive grant proposals, letters of inquiry, and reports
- Collaborate with nonprofit leaders to craft program models and outcomes
- Create budgets and narratives and, as applicable, provide analytical review of budgets developed by nonprofit staff
- Ensure submissions are competitive, compliant, and compelling

Client Partnership

- Effectively facilitate conversations to gather information efficiently
- Translate client input into cohesive proposals and attachments
- Manage client progression through the full grant-seeking cycle, from research to cultivation to submission and post-award
- Contribute to funding diversification discussions when appropriate

Systems & Quality

- Maintain strong internal tracking and documentation practices
- Contribute to proposal templates and shared content libraries
- Uphold Encore's standards for clarity, quality, and field-recognized ethics
- Possess a high level of proficiency in Microsoft Word, Excel, and PowerPoint or Canva

The Grant Strategist I and II roles require sound professional judgment, independent problem-solving, and the ability to manage complex client work with limited day-to-day supervision.

Additional Responsibilities (Grant Strategist II)

In addition to the above, Grant Strategist II consultants:

- Lead complex (e.g., national foundation, state, or federal) or multi-partner proposals
- Provide higher-level strategic funding guidance
- Support nonprofit executives as they map their agency's strategic direction
- Independently help identify nonprofit clients' needs and make strategy-level recommendations internally and externally
- Invest in the growth and development of earlier-career teammates
- Contribute to internal planning and/or infrastructure improvement
- Assist with developing and implementing internal/external training initiatives
- Identify opportunities to deepen client relationships

This description reflects the general scope of the role but is not intended to be an exhaustive list of responsibilities. As a growing consulting firm, responsibilities may evolve as Encore and our client work continues to expand. (Grant Strategist I and II)

Qualifications

Grant Strategist I

- 2 - 3 years of grant writing experience
- Demonstrated success with foundation and/or local government proposals

- Strong narrative writing and editing skills
- Proven ability to manage multiple program areas (clients) and deadlines
- Ability to edit own and others' documents for mechanics, persuasiveness, and information architecture
- Willingness to accept and incorporate constructive feedback from all team members
- Ability to work independently in a remote environment
- GPC (Grant Professional Certification) credential strongly preferred; candidates not yet eligible must demonstrate a commitment to obtaining the credential within 12 months of eligibility

Preferred:

- Experience with logic models or evaluation frameworks
- Familiarity with nonprofit budgeting
- Experience in a multi-client, multi-department, or consulting environment

Grant Strategist II

- At least 5 years of grant development experience
- Documented success securing grant awards from complex application processes, including those from state and federal funders
- Experience managing complex proposal submissions
- Ability to independently design new programs, complex budgets, and/or evaluation plans
- Demonstrated understanding of nonprofit finance and compliance
- Proven ability to cultivate and strengthen client partnerships
- Ability to edit own and others' documents for mechanics, persuasiveness, and information architecture
- Willingness to accept and incorporate constructive feedback from all team members
- GPC (Grant Professional Certification) credential strongly preferred; candidates not yet eligible must demonstrate a commitment to obtaining the credential within 12 months of eligibility

Preferred:

- All items listed for Grant Strategist I
- Experience mentoring junior writers
- Experience in a consulting environment
- Experience shaping annual and/or multi-year funding strategies beyond a single program or proposal
- Familiarity with Scrum and/or other Agile project management processes; participation in an Agile project management team is a plus

Core Competencies (Grant Strategist I and II)

- Clear, persuasive writing
- Strategic thinking
- Ability to manage multiple complex deadlines and priorities independently
- Professional communication
- Emotional intelligence
- Systems orientation
- Commitment to mission-driven work

Compensation

Compensation is commensurate with experience and demonstrated competencies. Final compensation structure and benefits will vary based on employee or contractor classification.

- Grant Strategist I: \$45,000 – \$64,000
- Grant Strategist II: \$59,000 – \$80,000

Encore offers flexible remote work, paid time off, professional development support, and a collaborative team culture committed to sustainable work practices. Our goal is to create an environment that supports powerful social services and solutions while preserving the quality of life and well-being of our associates.

Our Company Culture

We are building a team of multidisciplinary nonprofit strategy professionals who:

- Take pride in their craft
- Ask thoughtful questions
- Support one another
- Care about nonprofit leaders doing hard work in their communities
- Want to build proactive, not reactive, workflows and project management systems
- Will remain flexible, curious, and growth-focused in the face of rapid change
- Will be thought partners in navigating the challenges the nonprofit sector faces

Growth & Development

This role offers opportunities to grow with Encore into roles such as:

- Senior strategy roles
- Practice specialization
- Training and curriculum development
- Agile project management leadership roles
- Leadership within our consulting model

Application Materials

To apply, please submit the following to office@encoreisi.com with the subject **Grant Strategist**:

- Resume*
- Cover letter*
- 1-2 writing samples reflecting your *independent* work (not heavily edited by someone else)

Applications should be thoughtful, specific, and tailored to this role. Generic submissions will not be considered. *In your cover letter, please briefly describe what interests you about Encore's consulting model and why this type of role appeals to you.*

Equal Opportunity Employer

We believe strong teams are built through inclusion, respect, and the value of varied lived experiences. Encore is committed to cultivating an environment that reflects diverse backgrounds, experiences, and perspectives. We are an Equal Opportunity Employer and do not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, or any other protected status under applicable law.

Employment with Encore is at will, meaning that either the employee or the organization may end the employment relationship at any time, with or without cause or notice, consistent with applicable law.

Encore is proud to be a **GPC** Endorsing Employer, supporting excellence in the grant profession.

