



## **Foundation Grant Specialist- Contract – Fully Remote**

**WHAT WE DO:** Boyd Grants helps small to mid-size non-profits, colleges/universities, and municipalities with their grant writing needs, offering a full spectrum of services including researching potential funders, writing proposals and keeping clients in grant compliance.

### **WHO WE ARE:**

Our highest values are:

- 1) Reliable
- 2) Consistent
- 3) Ethical
- 4) Going above and beyond

### **JOB DESCRIPTION:**

We're looking specifically for people to help on foundation proposals. If you:

- Love the challenge of putting all the pieces together,
- Have a proven record with foundation grant writing, and
- Thrive off working on a large project from start to finish,

*Then this might be the perfect position for you!*

This will be a contractor position, with the possibility to move into a part-time or full-time position, depending on performance and your availability.

This is a contract, hourly position, starting at 20 hours/month. There are times the workload will be greater, which could increase hours. An increase in hours is possible based on performance and the desire to work more hours, which could result in this becoming a full-time position.

This position is flexible, both in terms of hours worked and location. We're based in the Greater Houston area but have clients all over the nation.

If you find fulfillment in:

- 1) Using your strong writing skills to help benefit organizations that are doing incredible work,
- 2) Working independently and with a team, and
- 3) Having flexibility while managing multiple deadlines

. . . Then we might be a good fit.

You're also a fit if:



## BOYD GRANTS

- 1) You are looking for a company where you will make a significant impact as an important and equal team member, not as a simple “worker.”
- 2) You are highly proactive and highly detail oriented.
- 3) You have an incredible grasp of American English and writing.
- 4) You like a fluid, growing, expanding organization that is small but dynamic.
- 5) You enjoy meaningful work with a focus on results
- 6) You can self-manage
- 7) You have *successfully* written multiple foundation grants. We respect that we all start somewhere, but due to our self-managed approach, Boyd Grants isn't a good starting point. We provide exceptional services to our clients and therefore only bring on exceptional grant writers.
- 8) You work well under pressure and can manage multiple deadlines.

If you are looking for a highly structured box within which you will find a clear list of tasks to perform, somebody telling you what to do, or worse, feel like you need to micromanage others or can't work well under pressure, then please don't apply. That isn't how we operate.

We believe in respecting and honoring each other's time, as well as respecting that of our clients'. This translates to making sure proposals are completed *days* prior to deadline so everyone has a chance to review them and make them even stronger. Some of you are at your best if you start a project with seconds to spare. We get that it works for some, but it doesn't fit our model, so please save us both the headache.

### SKILLS & COMPETENCIES

- |                                      |  |
|--------------------------------------|--|
| - Creativity                         | - Proactive                                    |
| - Honesty                            | - Exceptional work ethic                       |
| - Self-motivated                     | - Strong written and oral communication skills |
| - Exceptional time management skills | - Self-motivated                               |
| - Responsive                         | - Positive attitude                            |
| - Teachable                          | - Team focused                                 |
| - Attention to detail                | - Interdependent                               |



## BOYD GRANTS

**PAY RANGE:** Please note: a wide range is listed for the pay scale as pay is commiserate with experience and because the people who fill these positions may be asked to write occasional proposals to foundations in lieu of Foundation proposals, which are compensated for at a different rate.

**Pay: \$40.00 - \$60.00 per hour**

**HOW TO APPLY:** Qualified candidates will send a cover letter, resume, and answers to the questions below combined in one PDF document to [aboyd@boydgrants.com](mailto:aboyd@boydgrants.com) and include your name and the position title in the subject line of the email. Applicants who follow these instructions will be considered. Applications will be accepted until the position is filled.

1. What are your favorite parts of grant writing? Least favorite?
2. What have been your 3 biggest challenges in grant writing? How have you overcome them?
3. Where do you want to go with your life? (Career is part of life, not separate)
4. Are there certain types of causes you prefer to write for? If so, what are they?
5. What are some of the grant proposals you wrote/were part of writing that were most fulfilling to you? Why? What was your role in their creation/submission?
6. How do Boyd Grants highest values resonate with you? Give examples of how you've lived some of them out recently.
7. Please share some of your foundation grant writing experience, including your role in the project (i.e. if you worked in a team, were solely responsible for the proposal, etc.), some of the Foundation funders you've applied to, and either some of the amounts you've been awarded or an approximate total of Foundation funds you've generated to date.
8. How can we support you? What do you need from us to be successful?

Boyd Grants is an equal opportunity employer.