



“Empowering Youth Through Positive Risk-Taking and Experiential Leadership, Science, and Outdoor Education”

Grant-Writer Independent Contractor Responsibilities

The Grant Writer position will identify possible grants and write large grants with a particular emphasis on state and federal educational grants. The Grant-Writer reports to the Executive Director and will work closely with a Vista associate. The person will be responsible for

- Writing total grants for the organization valued at \$100,000-\$150,000 monthly from a variety of foundation, corporate, and federal/state agency sources
- Moving those grants through SNJ’s internal compliance and grant-approval process
- Preparing select grant-reporting documents
- Adding to SNJ’s grant-pipeline through relevant grant research

Qualifications: The preferred candidate will have demonstrated (and documented) success at applying to a variety of foundation, corporate, and federal/state agency grants. They will also demonstrate outstanding written communication skills and will have a deep understanding of education-specific grant-writing.

Location: It is preferred that the person is based in Reno, NV but the position could be located anywhere in the US.

Compensation: This is an independently-contracted position that will be retained on a month-to-month basis. Monthly pay is \$2,000-\$2,500/month, DOE.