



Grantmakers Advancing Economic Equity

## **Grant Writer and Membership Support**

Asset Funders Network (AFN) is a growing national membership organization of funders with a strong mission-focused point of view actively engaging philanthropy to advance equitable economic justice, opportunity, and security. To achieve its mission, AFN informs, fosters connections across networks, influences grant giving strategy, and builds momentum for system change.

AFN is currently seeking a part time, temporary contractor to support our Membership team during a parental leave. This person will report directly to the Membership Director.

### **Primary Responsibilities**

- Preparation of concept papers, grant proposals, sponsorship requests, renewal requests, and related grant reports. This will include soliciting staff input, drafting, editing, and submitting all necessary documentation required. Anticipate 15-20 proposals and reports during this time.
- Coordinate with the Finance team to create necessary budgets and financial documents for proposals and reports.
- Identify potential funders who might be interested in membership and/or supporting a specific project.

### **Essential Knowledge, Skills and Experience**

- Grant writing experience required
- Excellent writing and verbal skills
- Highly organized with the ability to implement systems and follow-up processes
- Excellent computer skills (Google Suite, Microsoft Office Suite)
- Experience with grant submission portals, i.e. Fluxx
- Experience with and comfortable working independently, with remote colleagues
- Motivated self-starter with the ability to work collaboratively and independently with purpose and accuracy

### **Location for Work**

This contractor will work remotely from their home or leveraged office space. Continental United States is the strongly preferred location.

### **Compensation**

Contract position at \$100-\$115 per hour, estimated at 60-80 hours per month

### **Term**

September 30, 2024 - January 31, 2025

### **How to Apply**

Interested candidates should submit their resume and a statement of interest to Kristin Rennels, Membership Director, at [kristin@assetfunders.org](mailto:kristin@assetfunders.org).