



Loving Venti, LLC. is a consulting practice, specifically focused on small-to-medium sized nonprofits, that fills organizational cracks so that nonprofits can serve to their fullest capacity. We do this by helping nonprofits improve operations, create alignment, and empower their staff/volunteers to fulfill its mission through a people-centered approach.

Grant Writer: 20-25 hours per week. 70% Remote Position. 30% Nonprofit Partner Visits/Team Meetings. Milwaukee, WI
(As Loving Venti continues to grow, there might be a possibility for additional hours and responsibilities).

This position uses technical writing to conform to structures set up by each funder, while demonstrating a passion for the mission and work of our nonprofit partners. Experience in business, communications, public relations, or journalism preferred.

Essential Duties and Responsibilities:

- Draft grant proposals and supporting documents in response to the requirements of each funder
- Submit proposals to supervisor and nonprofit partner for timely approval within the stated deadlines
- Document organizations and processes related to grant writing
- Maintain grants calendar of multiple projects and nonprofits simultaneously (Asana)
- Create original content for grant narratives, letters, and other uses
- Format and upload grant material into online foundation/grants software and hard copy versions
- Prepare supporting grant proposal materials and reports
- Maintain accurate records of grant activities, outcomes, and reporting deadlines to ensure compliance with requirements and facilitate future funding opportunities

Qualifications

Mindset and Personality

- **People-centered:** We are committed to an approach that is conscious of the whole person. Our team must be able to relate and interact comfortably with a diverse range of people.
- **Commitment to the Community:** Through personal or professional experience, our grant writers should come to us with a heart for the community we serve.
- **Self-starter and self-manager:** We seek someone who takes initiative, anticipates needs, and gets things done consistently on time.
- **Responsive:** Though we love the flexibility a virtual business affords, we are committed to high responsiveness internally and with our customers. While some working time is flexible, some will be necessary to meet with partners and LV staff.

- **Committed to excellence:** We want to exceed expectations and reflect positively on the brand in everything we do.
- **Positive attitude:** Our ideal candidate has a can-do spirit, is fun, and does not complain, make excuses, or gossip.
- **Flexibility & Adaptability:** In a small start-up like business, things are always changing, and there are times when things get intense.

Skills and Abilities

- **Communication:** Excellent communication in both written and oral form. This includes proficiency in editing, including spelling, grammar, and punctuation.
- **Organization:** Responsible, efficient, and detail-oriented.
- **Team Work:** Our team cooperates to provide each other and our clients with the highest quality support. The team's unity, camaraderie, and culture are essential to us. Therefore, we're looking for someone who is a good fit with our other team members and comfortable sharing projects and responsibilities with others.
- **Technologically Proficient:** While experience with some or all of the technology platforms that we use is ideal, we are willing to train the right candidate. Our primary platforms are Google for Nonprofits and Business, Asana, Little Green Light CRM, and Canva. Other helpful tools include Photoshop, Microsoft Office Suite, WordPress, Fluxx Grantseeker, etc. However, the ability to embrace and learn new technology quickly is an absolute must.

Position Overview

- Reports to team leadership TBD
- Hourly Position with minimal benefits, including vacation and paid holidays
- \$30 per hour
- You must own your computer, mobile phone, and have regular access to high-speed internet
- Weekly meeting with team leadership
- 6 months' probationary period

This job description is not all-inclusive, and additional related tasks may be required as needed.

Email Catherine Pederson, CEO & Nonprofit Consultant at catherine@LovingVenti.com your resume, cover letter about why you would enjoy this position, and 2 writing samples.

www.LovingVenti.com