



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 their missions through a people-centered approach. www.LovingVenti.com

Our employees embrace Loving Venti's guiding principles. We believe that our partners, our work, and our team thrive when we strive for meaningful impact, communicate with clarity, adapt with resilience, honor each other's contributions, lead with intention, and find joy in the journey.

Grant Writer

Position Summary

We are seeking a people-centered Grant Writer to join our growing team. This position uses skills in building relationships, technical and creative writing, and process optimization to advance the mission and work of our nonprofit partners through all steps of the grant-seeking process with attention to deadlines. They will allocate 20% to internal operations and 80% of their time to direct support for partners. This hybrid position requires some travel throughout the Greater Milwaukee area, with flexibility to work from home and visit partner sites as needed.

Position Details

- The Grant Writer will report to the Director of Fund Development.
- Compensation is hourly at \$30 per hour for 25-40 hours per week determined during the interview process, dependent on employee availability. The expectation is that hours will remain consistent. It includes 3 weeks of pro-rated PTO and 11 pro-rated flexible paid holidays.
- This is a hybrid role with in-person staff and partner meetings; it requires your own transportation for regional travel.
- There is a 6-month employment probationary period.

Key Responsibilities

- **Internal Funding Operations & Oversight: 20%**
 - *Fund Development:* Assist the Director of Fund Development to maintain the grants calendar that is reviewed throughout the year.

- *Administration*
 - Document project processes and templates, providing consistency and quality control in all grant-related services.
 - Assist with grant administration tasks such as tracking deadlines, maintaining records, and ensuring timely submission of reports and deliverables.
- *Partner & Team Engagement*
 - Support team-wide staff development by participating in internal learning opportunities, trainings, and collaborative initiatives that strengthen organizational capacity.
 - Support and collaborate on projects with the Loving Venti staff team.
 - Support and collaborate on projects with subcontractors and consultants in the Loving Venti brand, ensuring consistency across all projects.
- **External Funding Operations & Fundraising Services: 80%**
 - *Fundraising Support:* Provide direct support to 3-6 partner projects at any given time.
 - *Fundraising Plans:* Support the Director of Fund Development with executing the creation of our partners' comprehensive annual fundraising plans, including individual giving, grants, corporate sponsorships, and events.
 - *Grant Writing, Research & Administration:*
 - *Grant Readiness:*
 - Assist in the development and maintenance of content libraries with specifics to their organization and grant histories for nonprofit partners.
 - Coordinate with nonprofit partner contacts for grant proposal inputs and feedback.
 - Assist partners in becoming grant-ready by ensuring they have the proper systems and organizational structures in place.
 - Research prospective public and private grants and corporate sponsorship opportunities for all nonprofit partners.
 - *Grant Writing:*
 - Guide clients through the grant writing process, from identifying opportunities to drafting and submitting applications for public, private, and corporate funding.
 - Write grants for nonprofit partners as assigned.
 - *Grant Administration:*
 - Submit proposals to nonprofit partners for approval within the stated deadlines.
 - Maintain a grants calendar of multiple projects and partners simultaneously.

- Format and upload supporting grant materials into online foundation/grants software portals and/or when required, create hard copy versions for mailing and distribution.
- Write and prepare supporting grant reports when applicable.
- *Content Writer:* Create donor engagement tools including newsletter content, donor communications, and campaign materials.

Skills and Abilities

- *Communication:* Grant writers must be excellent written and verbal communicators, including proficiency in proofreading and editing. Strong skills in phone and email communication is required.
- *Organization:* Grant writers must be highly organized and detail-oriented.
- *Execution:* Flexibility and self-directedness with a bias toward action are key attributes of the ideal candidate.
- *Technologically Proficient:* While experience with some or all of the technology platforms that we use is ideal, including Google for Nonprofits, Little Green Light CRM, Canva or Photoshop, etc., we are willing to train the right candidate. However, the ability to embrace and learn new technology quickly is an absolute must.

Knowledge and/or Professional Experience Preferred

- Experience in nonprofits, business, communications, public relations and/or journalism preferred.
- Success working in a virtual environment.

Additional Details

- Technology (computer, telephone and high-speed internet) is not provided by Loving Venti and must be provided by the employee.
- Attendance in office and at staff meetings with the entire Loving Venti team is mandatory (typically one to two days per week).
- As assigned by the CEO or Director of Fund Development, other limited and varying tasks will be requested and required at times as this position supports a developing and expanding consulting firm.

To Apply: Send a resume, a short explanation on how you see yourself fitting into Loving Venti's mission, and 2-3 writing samples, including social media posts (preferably a story of a social impact) to Catherine@LovingVenti.com. Applications will be reviewed on a rolling basis.