



Grant Writer

A part-time or full-time position in Fargo, ND

F5 Project is looking for a Grant Writer to write grant proposals for our organization! This individual will write coherent, organized and compelling proposals that advance the mission and services of F5 Project. You will apply your knowledge of fundraising methods and create development plans to reach income goals. You'll also be able to collaborate with teammates in other fundraising and development projects.

A successful applicant will build lasting relationships with key stakeholders, have excellent written and verbal communication skills, and be committed to our mission of creating opportunities for grace, recovery, and change. Preferred applicants are deadline-driven team players with outstanding multitasking abilities.

Overview of Responsibilities:

- Create grant strategies and fundraising initiatives to help the organization meet financial goals
- Research and identify prospective public and private funding sources and grant opportunities
- Write, review, submit and manage high-quality grant proposals, narratives, applications and supporting documents
- Manage deadlines of grant proposal submissions and follow-up on the progress of submitted proposals
- Track and record grant dollars allocated for and received by our organization
- Develop and maintain a grant management system for funded grants that includes report due dates, budget adherence, and any other grant requirements
- Communicate the status of grants and provide internal reports to supervisor
- Maintain relationships with current and potential funders and stakeholders
- Collaborate with the marketing team to communicate updates, gratitude and organizational impact to funders and stakeholders
- Assist the marketing team with compiling stories, statistics and testimonials for grant and marketing purposes
- Maintain proficient knowledge of the organization's history and programs to successfully answer prompts and questions about F5 Project
- Assist with other development activities as needed
- Other duties as assigned

Skills, Knowledge and/or Abilities Required:

- Bachelor's degree in communications, business, nonprofit management or related field
- Experience in Google Suite (Docs, Gmail, Forms, Sheets, Chat)
- Must have strong organization and communications skills, ability to work independently and as a team player, and use good judgment in daily activities
- Experience working in a fast paced office environment with the ability to meet deadlines and anticipate obstacles



- Must maintain strict confidentiality concerning any donor information
- One year of experience in fundraising, philanthropy, and/or grant writing experience preferred

Benefits and Culture

- Unlimited PTO
- Competitive Health, Dental, and Vision Care
- 7 Paid Holidays
- Generous paid parental leave

About F5 Project

Started by a former inmate in 2016, F5 Project was founded to help individuals struggling with incarceration, mental health and addiction by providing resources and services to help obtain employment, housing, health care, and other basic needs. By empowering individuals to create meaningful change in their lives through support and grace, F5 Project restores purpose for individuals, fosters healing, and rebuilds stronger communities

F5 is an equal opportunity employer and strives for diversity in all jobs at all levels within the organization.

To Apply: Send a resume and cover letter to Jeff Vanlaningham at jeff@f5project.org. Please include the “Grant Writer” in the email subject line.