



Grants Contractor Position Description

Spur & Sprout seeks an experienced grant writer and project manager to join our team. This is an excellent opportunity for freelancers or seasoned professionals with a flexible schedule. We seek knowledgeable, adaptable, and industrious candidates prepared to support client leads with managing submission for private and public grants.

About Spur & Sprout

Spur & Sprout is a woman owned nonprofit consultancy focused on building resiliency and equity in the sector. We partner with organizations to sow powerful missions through strategic planning, grant writing, and fundraising services. We do this by providing project-based and capacity building support, allowing nonprofits to be nimble, tackle big challenges, and fill knowledge gaps without depleting their staff, board, and financial resources.

The following are our core values.

- **Integrity:** Integrity is the foundation upon which Spur & Sprout is built. We act with honesty, transparency, and accountability. Moving through the world with integrity involves making thoughtful choices and providing clients with agency to do the same. It centers decision making on following a karmic path, doing what's



right without being motivated by the reward. Through integrity, we build authentic relationships with our clients, partners, and communities.

- **Kindness:** True kindness involves empathy, active listening, and a genuine commitment to understanding the needs and experiences of others. By fostering an environment where compassion and dignity flourish, we hold space for authentic connections and meaningful collaboration with our clients and colleagues.
- **Resourcefulness:** Where there's a will there's a way, usually. Spur & Sprout's talented team of nonprofit professionals bring decades of experience to the table and our clients are the beneficiaries. We leverage our resources to find innovative solutions, adapt to changing circumstances, and promote collaboration and knowledge sharing to leverage our strengths. Being resourceful breeds creativity and fosters growth opportunities for our clients, increasing their resiliency.

Required Duties

Spur & Sprout is seeking experienced and self-directed Grants Contractors to support our nonprofit clients in securing public and private grant funding. Grants Contractors are engaged on a project-to-project basis, collaborating with a Spur & Sprout client lead to deliver high-quality grant services. Required duties include the following.

- Coordinate and track assigned grant projects, manage deadlines, and ensure timely completion of deliverables.
- Draft and revise compelling narratives, gather attachments, and ensure compliant, complete submissions for a variety of public and private grant opportunities.
- Support the preparation of grant reports, including collecting outcomes data and crafting narratives to communicate impact.
- Identify and vet potential funding opportunities that align with client missions, programs, and priorities.



The Grant Contractor must be able to make themselves available for client and agency meetings Monday-Friday, 9:00 a.m.-5:00 p.m. Other work hours, such as those dedicated to research, writing, and finalizing deliverables, are at the contractor's discretion.

Compensation

Contractors are compensated at \$30/hour. All Spur & Sprout Grant Contractors begin at the same rate. This is a best practice to ensure pay equity and is non-negotiable.

Application Process

To apply, please send a cover letter outlining why you are interested in the position and your resume to Jennifer Jewell, Administrative Assistant, at jennifer@spurandsprout.com.

Applications will be accepted through June 18, 2025. Candidate outreach and interviews will not begin until after the application closes.

