



thegrowingproject.org | P.O. Box 388 Fort Collins, CO 80522 | EIN: 26-4087080

GRANT WRITER

Application deadline: Wednesday, April 5, 2023

Intended start date: mid-April to early May

Job type: Part-time independent contractor with an anticipated average of 6-8 hours/week (possibly up to 10 hours of work per week)

Compensation: \$28.50/hour, plus internet/cellphone/travel stipend

The Growing Project is seeking an experienced grant writer to assist our 501(c)(3) non-profit in drafting and submitting successful grant applications. The Grant Writer will work alongside the Board of Directors and staff on a contract basis to draft and submit grants to support our programming, operations, and goals.

ABOUT THE GROWING PROJECT

The Growing Project (TGP) is a small Fort Collins nonprofit that uses food as a platform for social and environmental justice. Our ideal local food system is one that recognizes the inherent connection between social, environmental, and economic justice. A socially just food system is one that engages people at all levels of ethnicity, income, and ability, that acknowledges a vast array of cultural foodways, and that actively works to dismantle historical systems of exclusion and oppression so that everyone is able to meaningfully access and contribute to our food system. An environmentally just food system reconnects people to land, prioritizes climate-appropriate and locally adapted crops, and embraces regenerative methods of sustainable soil, crop, and water management. An economically just food system is one that focuses on cooperation over competition, that acknowledges and works to address historical and/or structural sources of racial and socio-economic inequality, and that ensures people have access to the food they want and need, not just the food they can afford.

TGP envisions a resilient local food system where all people enjoy the right to healthy, culturally appropriate, and sustainably grown food, as well as the power to define their own food and agricultural systems. We work toward this vision through hands-on farm and garden education, family programs, youth development, and ecologically regenerative growing spaces that are commonly held by our whole community. Our community-based programs are hosted at the Commons Garden, our edible and educational public space in Old Town Fort Collins. We're also actively in the process of planning an expansion to a larger second home which we hope will serve as a vibrant community center and larger site for our programs. You can learn more about the specifics of what we do at www.thegrowingproject.org.

TGP is a small organization at an exciting stage of evolution and growth. Our board and staff have been intensively introspective this past year, and have been collectively asking ourselves

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some tough questions about who we are and how we best show up for our community. Part of that work has been to reaffirm our purpose as an organization that focuses not just on food, but on food as a lens for understanding and alleviating sources of inequity and injustice in our community. Another has been to develop a framework we call our 5 Pillars of Justice: an explicit focus on distributive, procedural, representational, restorative, and transformational justice that drives our internal operations, our programs, and the change we hope to see in our community. There's a lot of challenging and fulfilling work to be done, and we're looking for someone who is excited to be part of this future.

POSITION OVERVIEW

Employee Classification: The position of Grant Writer is a 1099 contract opportunity with an anticipated average of 6-8 hours of work per week (possibly up to 10 hours of work per week). The position may evolve into a permanent position with possible benefits depending on the organization's growth, opportunities, and funding.

Roles & Responsibilities:

- Meet and collaborate with Staff and Board on grant drafting process with the goal of submitting successful applications for previously identified grants
- Research additional grant opportunities and/or collaboration with representatives from partner organizations in the event of any grants submitted in cooperation with other organizational partners
- Ability and willingness to quickly understand TGP's existing programs and future plans will be important to write effective grant applications
- Maintain written communication with Staff and Board through TGP's Slack workspace and TGP's Google Workspace
- Depending upon organizational needs and any overlapping contractor's interests and skills, the role might expand in the future to include grant management duties or involvement in other fundraising opportunities in addition to grant writing

Required Skills & Experience:

- Experience with successful grant drafting and submissions.
- Strong written and verbal communication skills.
- Strong interpersonal skills and ability to engage with a diversity of groups, staff, and board members.
- Experience with email, basic computer and word processing skills.

Desired Skills and Experience:

- Experience writing both large and small grants, including both private and government funding sources.

- Work, volunteer, or life experience with social, environmental, racial, or food justice issues.
- Spanish proficiency.

WORK ENVIRONMENT

Workplace: Given that TGP has no formal office space, this is a fully remote position. The grant writer will participate in meetings with staff and board, either virtually or in-person at a convenient location in Fort Collins. The Commons garden, located at 225 Maple St, Fort Collins, is an educational and accessible community space where TGP primarily hosts programming. It may be helpful for the grant writer to visit the location and other growing spaces in Fort Collins being stewarded by TGP.

Computer and Internet: The qualified candidate needs access to a computer and reliable internet.

Work Schedule: This position will support a “flextime” schedule which gives the grant writer flexibility to balance hours during the normal work week with any evening and/or weekend hours that may be required by their job duties, based on the needs and the availability of Staff and Board Members.

COMPENSATION AND BENEFITS

Pay: \$28.50 per hour.

Benefits: In understanding that the contractor bears the cost of maintaining a remote office, TGP offers the contractor the following reimbursements, which will be provided in addition to their wages:

- Cell Phone Stipend: \$10/month
- Internet Stipend: \$10/month
- Transportation Stipend: \$10/month

HOW TO APPLY

To apply, please email a resume, a 1-page cover letter, and a 1-2 page writing sample that demonstrates your grant writing skills to info@thegrowingproject.org before 5 pm on April 5, 2023.

- In your resume, we hope to learn more about any knowledge, skills, life experience, and/or technical expertise you have that are relevant to this job.
- In your cover letter, we hope to learn why you are interested in this position, what makes you a good fit, and what draws you to The Growing Project’s work.

- In your writing sample, we hope to see example(s) of previous grant submissions you have written or another piece of writing that demonstrates your ability to write grants.

We look forward to hearing from you!

OUR COMMITMENT TO A JUST AND INCLUSIVE WORK ENVIRONMENT

The Growing Project is committed to providing equal opportunity employment; fostering and valuing diversity in our workforce, board, and volunteers; providing a safe work environment; and creating a culture of belonging based on the respect and dignity for all individuals. In the work environment as well as throughout our programs, all persons receive fair treatment regardless of sex, race, age, religion, creed, national origin, marital status, height, weight, sexual orientation, gender identity and/or expression, military status, disability, native language, and any other criteria determined by law. Any discrimination or harassment whether verbal or physical is unacceptable and will not be tolerated. We are committed to furthering our understanding of behaviors that can be perceived as discriminatory, exclusionary, or harassing, and to providing safe avenues for team members to report grievances or misconduct.

The Growing Project's commitment to diversity and inclusion extends to employment, recruitment, compensation, termination, promotions, flexible work arrangements, policies and procedures, board appointments, succession planning, and other conditions of organizational involvement. The Growing Project is committed to preventing discrimination and harassment wherever possible and to investigating complaints of improper conduct promptly and thoroughly.

The Growing Project is an Equal Opportunity Employer.