Grant Writer

Position Summary

The Cancer Support Community at Gilda's Club Rochester grant writer is responsible for securing private, public, and corporate foundation funding to support organizational programs and services.

This is a contract role ideal for someone who's passionate about cancer related causes and has a proven track record of winning grants for nonprofit organizations.

The Grant Writer will independently manage the full grant lifecycle from prospect research to pipeline development to proposal submission, funder stewardship and reporting.

Expectation is the Grant Writer will maintain a strong pipeline of high-quality funding opportunities and is expected to secure enough awarded grants to meet the annual budget goal which is typically between $150,000 and $200,000.

The position will interface with Cancer Support Community at Gilda's Club Rochester members, potential members, program staff, volunteers, interns, and partners to understand agency program needs for funding opportunities.

The ideal contractor is a strong writer, detail-oriented, proactive and able to collaborate effectively with internal teams to position Cancer Support Community at Gilda's Club Rochester for greater impact.

This position is very flexible with a maximum of ten hours per week either remote or hybrid and will report to the Director of Development and Marketing.

Primary Duties

- Independently manage the full grant lifecycle from prospect research to pipeline development to proposal submission, funder stewardship and reporting.
- Conduct Prospect Research and qualify private, public, and corporate foundation opportunities.
- Build and maintain a grant pipeline.
- Create and maintain a grant calendar with submissions deadlines, reporting and follow up actions.
- Draft high-quality letter of intents, concept notes and full proposal aligned with Cancer Support Community at Gilda's Club Rochester funding priorities.
- Develop persuasive narratives, case making materials and funder aligned messaging.
- Manage follow-ups, steward funder relationships and support engagement efforts.
- Track all submissions, decisions and outcomes in GNOSIS system.
- Prepare all required interim and final reports due during the contract period.

Qualifications

- Demonstrated experience writing grant proposals for nonprofit organizations, with a strong portfolio of successful submissions
- Strong research skills with the ability to identify relevant funding sources
- Excellent written communication — clear, persuasive, and detail-oriented
- Ability to manage multiple projects simultaneously while maintaining attention to detail in editing and proofreading documents
- Ability to work independently, manage deadlines, and communicate progress
- Familiarity of cancer funding landscapes is a strong plus
- Experience with foundations, government grants (state and federal), and corporate giving programs a plus

Compensation

- Compensation is **$35.00 an hour** for a maximum of **twelve hours** per week.
- This is an independent contractor role, not an employee position. The contractor is responsible for their own taxes, benefits, insurance and equipment. Compensation reflects payment for services rendered under the terms of this agreement and does not constitute salary or wages. No employer-employee relationship is created by this engagement.

Position Compensation: Independent Contractor - $35.00 an hour, Twelve hours per week