

Job Description - Role: Grants Writer

Location: Ahmedabad

We are looking to hire a dedicated grant writer to write grant proposals for our organisation. The grant writer will write coherent, organised, and compelling proposals. Preferred applicants are deadline-driven team players with outstanding multitasking abilities.

Roles and responsibilities:

- Find new grants to work on and update the grants database.
- Write and check grant proposals for new projects.
- Seek advice and support from the Grant Applications team to ensure sufficient quality and submission of proposals.
- Provide a weekly update to the GD core team on the weekly Wednesday (Grants/Fundraising/CSR communication) call of progress with partners and scope for expanding future work.
- Participate in the daily agenda calls and update calls and provide input on the work done.
- To carry out any other duties as may be required by the charity to achieve its goals and objectives.

Skills and Qualifications:

- Degree in English, communications, creative writing or a related area (master's degree preferred).
- Knowledge of proposal submission and fundraising process.
- Ability to study and understand programs and funding requirements of the organisation.
- Strong research skills and knowledge of information sources for grants.
- Multitasking, organisational and time management skills.
- Ability to handle confidential matters with utmost integrity.
- Working knowledge of computers.
- Willing to work with a Charity organisation.