

Position Overview:

ADF India and its partner organisations under the Alliance for Life and Liberty Project is seeking an experienced, detail-oriented, and motivated **Grant Writer** to join our team. This role is responsible for researching grant opportunities, developing compelling proposals, and collaborating across departments to secure funding aligned with organisation's mission. As a Grant Writer, you will develop a deep understanding of our programs, initiatives, and impact to effectively communicate them in grant proposals.

Candidates should be professional, polite, and attentive while also being accurate. They should always be prepared and responsive, willing to meet each challenge directly. They should also be able to manage multiple complex projects simultaneously in a fast-paced environment and perform under stress and adopt effective courses of action. The candidates must be comfortable with computers, general office tasks, and excel at both verbal and written communication.

Job Responsibilities:

Grant Research and Identification: Identify, research, and evaluate grant opportunities that align with our programs and strategic goals. Cultivate and maintain relationships with existing and potential funders, attending networking events, and participating in meetings as needed.

Grant Proposal Development: Write clear, persuasive, and compelling proposals that reflect a strong understanding of our programs, strategies, goals, and objectives. Ensure alignment with funder guidelines and requirements.

Cross-Functional Collaboration: Collaborate with executives, program managers, finance personnel, and other cross-functional teams to gather necessary information and data for proposals. Build an understanding of program impact and translate it into successful grant narratives.

Relationship Cultivation: Develop and maintain relationships with existing and potential donors. Engage with donors through meetings, networking events, and regular communication to strengthen partnerships. Travel as needed to meet donors or attend key events.

Grant Management and Reporting: Maintain an organized system for tracking grant opportunities, deadlines, and application progress. Collaborate with finance to monitor grant allocations and reporting requirements.

Admin and other responsibilities:

- Providing periodic updates to the Team Leader
- Flexibility in terms of working hours and undertaking any additional task assigned by the Team Leader/Project Director is a requirement.
- Preparing and maintaining monthly account statements.
- Maintaining confidentiality of clients and tasks undertaken.

Required Qualifications and Experience:

- Bachelor's degree in a relevant field (e.g., Communications, English, Journalism, Public Relations, or Nonprofit Management). An advanced degree is a plus.

- Minimum of 2 years of proven grant writing experience, preferably in the nonprofit or social enterprise sector. Experience working on large-scale grants or funding proposals is a plus.
- Excellent written and verbal communication skills, with the ability to effectively tailor messaging to different audiences.
- Strong research and analytical skills for identifying funding opportunities and gathering supporting data.
- Detail-oriented and highly organized, with the ability to manage multiple deadlines and prioritize tasks.
- Demonstrated ability to work collaboratively and build relationships with internal and external stakeholders.
- Familiarity with budgeting and financial reporting as it pertains to grant proposals.
- Passion for social impact and a commitment to ADF India and the Life and Liberty project's mission of defending freedom and human rights.
- Proficiency in MS Office (Word, Excel, PowerPoint) and experience with grant research and tracking tools.

Location: New Delhi, India

Please Note:

- Interested candidates may apply by clicking on the **'Apply Now'** button.
- Only shortlisted applicants will be contacted.
- This description outlines the general nature and level of work for this role and is not exhaustive. Other responsibilities and skills may be required as necessary.
- Only candidates with relevant qualifications and experience as outlined should apply.

Apply Now