
Job Title: Part-Time Grant Writer
Location: Remote
Reports To: Chief Executive Officer (CEO)
Hours: 20 hours per week
Employment Type: Part-Time

Organization Overview

Meals on Wheels of Mercer County (MOWMC) is a non-profit organization dedicated to providing nutritious meals and supportive services to individuals, helping them maintain their independence and quality of life. We are currently seeking an experienced Grant Writer to join our team in a part-time, remote capacity.

Position Summary

The Part-Time Grant Writer will play a critical role in securing funding to support MOWMC's mission by researching, writing, and submitting high-quality grant proposals to government entities, private foundations, and other funding sources. This individual will manage the full grant lifecycle including prospect research, proposal development, submission, and reporting. This is a remote position requiring approximately 20 hours per week and reports directly to the CEO.

Key Responsibilities

- Research and identify new grant opportunities from federal, state, local, and private funding sources.
- Write compelling, high-quality grant proposals tailored to specific funder guidelines and priorities.
- Prepare letters of intent, project summaries, and grant reports.
- Maintain a detailed grants calendar and monitor all deadlines and submission requirements.
- Collaborate with internal teams to gather data and develop content for proposals and reports.
- Track the status of submitted proposals and manage post-award compliance and reporting requirements.
- Maintain accurate records of grants, funder communications, and outcomes.
- Ensure that all grant activities align with MOWMC's strategic goals and programmatic objectives.
- Adhere to organizational conflict of interest policy; individuals currently working with or representing competing agencies are not eligible for this role.

- Uphold confidentiality and professionalism in all communications and materials
 - Track grant deadlines (applications, reports, renewals)
 - Draft interim and final reports required by funders
 - Collect and compile data from program staff or leadership for reports
 - Ensure narrative and financial components of reports are complete and compliant
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Qualifications

- Minimum of 10 years of experience in grant writing with a demonstrated record of success securing funding from government and private sources.
 - Proven experience writing and managing state and federal grants, including compliance and reporting.
 - Deep understanding of grant funding processes and the nonprofit sector.
 - Excellent research, writing, editing, and communication skills.
 - Strong organizational and time management abilities with meticulous attention to detail.
 - Ability to work independently and meet strict deadlines.
 - Proficiency with grant management tools, Microsoft Office Suite, and online grant portals.
 - Bachelor's degree preferred.
 - Must not be currently employed by or contracted with a competing Meals on Wheels program or similar agency.
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Compensation

- Commensurate with experience.
 - This is a part-time, remote position (20 hours per week).
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To Apply

Please send a cover letter, resume, and 2–3 samples of writing samples to outreach@mealsonwheelsmercer.org