

Jane Doe

Senior Grant Writer



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Summary

Results-driven Senior Grant Writer with 8+ years of experience in securing funding for non-profit organizations, educational institutions, and governmental agencies. Proven track record of writing and managing successful grant proposals, with a success rate of 85% and over \$10 million in funded projects. Skilled in research, budget development, and stakeholder engagement, with expertise in federal, state, and private foundation funding opportunities.

Experience



Senior Grant Writer

Non-Profit Organization • New York, NY

Jan 2018 - Present

Develop and implement comprehensive grant strategies, resulting in a 25% increase in annual funding. Conduct extensive research to identify funding opportunities, cultivate relationships with program officers, and collaborate with cross-functional teams to develop grant proposals.

- Write, edit, and submit grant proposals to federal, state, and private foundation funders, with a 90% approval rate
- Manage a portfolio of 20+ active grant proposals, with a total value of \$5 million
- Develop and maintain relationships with program officers, reviewers, and other stakeholders to stay informed about funding trends and priorities
- Collaborate with program staff to design and implement programs, ensuring alignment with funder requirements and organizational goals



Grant Writer

Educational Institution • Los Angeles, CA

Jun 2015 - Dec 2017

Researched and wrote grant proposals to secure funding for educational programs, resulting in a 50% increase in annual funding. Collaborated with faculty and staff to develop grant proposals, and worked with the development team to cultivate donor relationships.

- Conducted research to identify funding opportunities, and developed grant proposals to secure funding for educational programs
- Collaborated with faculty and staff to design and implement programs, ensuring alignment with funder requirements and institutional goals
- Developed and maintained relationships with program officers, reviewers, and other stakeholders to stay informed about funding trends and priorities

Skills

Grant Writing

Research

Budget Development

Stakeholder Engagement

Project Management

Communication

Education

Bachelor of Arts	Jun 2015
University of California, Los Angeles	Los Angeles, CA
English	3.5

Certificates

Grant Writing Certificate	Dec 2018
Grant Writing Institute	
Completed a comprehensive certificate program in grant writing, covering topics such as research, budget development, and grant proposal writing.	