

Job Description

Consultant, Grant Writer/Budget Analyst

The Hunger Project (THP) is a global non-profit organization whose mission is to end hunger and poverty by pioneering sustainable, grassroots, women-centered strategies and advocating for their widespread adoption in countries throughout the world. We operate in 22 countries with 330 staff and have mobilized hundreds of thousands of volunteer leaders worldwide. Our programs throughout Africa, South Asia and Latin America are based on an innovative, holistic approach, which empowers women and men living in rural villages to become the agents of their own development and make sustainable progress in overcoming hunger and poverty.

Current Hunger Project office locations include:

USA: Global Office in New York City, Washington DC, and multiple home offices.

13 Program Countries: Bangladesh, Benin, Burkina Faso, Ethiopia, Ghana, India, Malawi, Mexico, Mozambique, Peru, Senegal, Uganda, Zambia.

9 Partner Countries: Australia, Canada, Germany, Japan, Netherlands, New Zealand, Sweden, Switzerland, United Kingdom.

Ideal Candidate Profile

The ideal candidate brings demonstrated experience in the international development sphere and is comfortable working in partnership with others. Specifically, we are looking for:

- Technical grant expertise: brings superior knowledge of how to successfully complete and submit effective grant applications, both the narrative and the budget, and understands how to manage grant budgeting and reporting processes;
- Partnership mindset: approaches problems in collaboration with others, always;
- seeking to bring the right perspectives to the table to determine the best approach to the context.
- Process orientation: knows how to drive results from scrupulous process design and implementation with persistence and follow-through, and ensures that details of proposal development and submission are identified, tracked and addressed.

Role Expectations and Responsibilities

This is a part-time consultant position, working remotely from anywhere in the world. The position (up to 80 hours/month) reports to the Senior Director, New Business Development. Working closely with The Hunger Project's Program Partnership Development Team, you will play a pivotal

role in the development and submission of grant proposals and budgets. You will manage administrative content of proposals, stay informed of changes in funders' requirements, rules and regulations.

- Drafts and leads proposal and budget development to drive toward an annual fundraising goal.
- Closely collaborate with country teams worldwide, liaising with program, finance and management to ensure proposals are in line with The Hunger Project's strategic focus and mission; compliant with requirements; and include appropriate costs.
- Support financial and narrative reporting.

Qualifications

- At least three years, and preferably more than five years of experience writing grants, including at least one year and preferable three years budgeting experience.
- Advanced expertise in Excel spreadsheet/Google sheets required; budget analysis experience preferred.
- Exceptional writing and communication skills.
- Direct experience of international development, community-led, or locally-led development is highly preferred.
- Strong organization, analysis and attention to detail skills.
- Ability to work independently and as part of a team.
- Ability to manage multiple priorities and meet strict deadlines.

How to Apply

If this profile calls to you, please send your resume and a tailored, authentic cover letter by **Friday, February 24 COB** that explains:

- 1) Why you are interested in working with The Hunger Project;
- 2) How you have been successful with a similar scope of work in the past;
- 3) A writing sample that you find relevant for the role;
- 4) Why this particular role is an ideal fit for you;
- 5) Your fee expectations;

To grantsmgmt@thp.org with "Application - Consultant, Grant Writer/Budget Analyst" in the subject