

The Hunger Project (THP) is a global nonprofit 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.

Position Summary

THP is hiring for a new position on our fundraising team -- a Grant Writer/Budget Analyst -- to support the development of grant proposals and accompanying budgets. The ideal candidate brings experience in the international development sphere and is comfortable working in partnership with others. Specifically, we are looking for:

- **Technical grant expertise:** The ideal candidate brings superior knowledge of how to successfully complete effective grant applications, both the narrative and the budget part, 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 compliance are identified and timely addressed.

This part-time position is based out of THP's Global Office in New York City, and remote candidates are encouraged to apply. THP is currently working 100% remotely during the COVID pandemic. The position reports to title and is exempt or not exempt for overtime.

Essential Functions

This is a part-time consultant position, working remotely from anywhere in the world. The position (up to 80 hours/month) reports to the Director, New Business Development. Working closely with The Hunger Project's Institutional Fundraising 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 and process contracts and sub awards.

- 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

- A minimum of three to five years experience writing grants and one to three years budgeting experience.
- Excel spreadsheet/Google sheets experience required; budget analysis experience preferred.
- Exceptional writing and communication skills.
- Spanish or Bangla language skills 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.
- Bachelor's (Required)

How to Apply

If this profile calls out to you, please send a your resume and a tailored, authentic cover letter by **April 22** that explains:

- 1) Why you are interested to work 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 salary expectations

to recruitmentoperations@thp.org

Please include "**TITLE**" in the subject line of your e-mail.