

## **Contract Grant Writer**

Rhineland District Library Board of Trustees seeks a Grant Writer with recent experience writing and submitting successful grant proposals regarding libraries and/or public building projects, and proficiency with competitive corporate and foundation, federal, state and local grants related to same. The Grant Writer identifies appropriate contract/grant opportunities and develops successful applications on behalf of RDL to secure funding for its building and expansion project.

This requires an understanding of government and library funding structures, compliance regulations, and the ability to work under strict deadlines.

With the collaboration of the Executive Director and other staff the Grant Writer targets grant research and planning, completes letters of intent, and prepares grant proposals and formal grant applications. The Grant Writer works with internal teams to identify funding needs and creates budgets with compelling narratives to support successful grants; and acquires and maintains sound knowledge of the organization to accurately represent RDL, and its affiliates, when working on the project's behalf.

The ideal candidate will have a strong understanding of the libraries and building projects, work with the Executive Director and other staff, and write persuasive proposals that align with donor expectations

This position is an independent contractor (1099). Compensation will be based on either an hourly rate or a percentage of the grant funding secured by employer, and experience.

### **Responsibilities:**

- Research potential grant opportunities from government, foundation, and corporate sources.
- Develop and write grant proposals that align with the organization's goals and funding requirements.
- Work closely with the program and finance teams to gather necessary data for proposals.
- Ensure compliance with the funder's guidelines and deadlines.
- Monitor progress on grant reports and ensure funds are properly allocated and utilized.

### **Qualifications:**

- Bachelor's degree in English, Communications, Libraries, Nonprofit Management, or a related field.
- Proven experience writing successful grants for nonprofit organizations.
- Strong research, writing, and editing skills.
- Ability to collaborate with multiple departments.
- Knowledge of nonprofit funding sources and compliance standards.

Job Type: Contract

### **How to Apply**

Please submit a copy of your resume, record of successful grant applications and/or awards, rates, and 2 professional references to:

Grant Writer  
Attn: Virginia Roberts, Director.

Rhineland District Library  
106 North Stevens Street  
Rhineland, Wisconsin 54501

Or electronically to:  
[director@rhinelandlibrary.org](mailto:director@rhinelandlibrary.org)  
Subject: Grant Writer

Schedule: [Dates to start/end]