

# [First Last Name]

[City, State] | [email@example.com] | [(123) 456-7890] | [LinkedIn URL or Portfolio]

## PROFESSIONAL SUMMARY

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Detail-oriented **Grant Writer** with [X]+ years of experience securing funding from foundations, corporations, and government agencies for [nonprofits/educational institutions/healthcare organizations]. Proven track record of developing competitive proposals, managing complex grant calendars, and aligning narratives with strategic priorities. Adept at cross-functional collaboration, data-driven storytelling, and compliance reporting to sustain and grow diversified revenue streams. Skilled in translating program concepts into compelling cases for support tailored to diverse funder requirements.

## PROFESSIONAL EXPERIENCE

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### [Senior Grant Writer] | [Nonprofit Organization Name]

[Month Year] – Present

[City, State]

- Lead end-to-end development of foundation, corporate, and government grant proposals, contributing to an annual portfolio of [\$X.XM+] in requests and securing [X–X%] of organizational grant revenue using [prospect research tools/CRM system].
- Collaborate with program, finance, and evaluation teams to design fundable project frameworks, including logic models, outcomes matrices, and detailed budgets that align with funder priorities and internal strategic plans.
- Manage a comprehensive grants calendar, ensuring on-time submission of [X+] proposals, LOIs, and reports annually, while maintaining meticulous documentation, compliance records, and impact metrics in [grants management system/CRM].

### [Grant Writer] | [Community Services Agency]

[Month Year] – [Month Year]

[City, State]

- Drafted tailored narratives, needs statements, and case studies for [local/regional/national] funding opportunities, leveraging demographic data, program outcomes, and stakeholder testimonials to strengthen the case for support.
- Supported post-award activities by preparing interim and final reports, compiling quantitative and qualitative impact data, and coordinating with finance staff to reconcile grant budgets and allowable expenses.
- Conducted systematic prospect research using [Foundation Directory Online/Grants.gov/Instrument/GuideStar] to identify new funding opportunities, maintaining a pipeline of [X+] vetted prospects aligned with organizational priorities.

## EDUCATION

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### [Bachelor of Arts in English / Communications / Nonprofit Management] | [University Name]

[Month Year] – [Month Year]

[City, State]

- [Relevant coursework: Grant Writing, Technical Writing, Research Methods, Nonprofit Management, Program Evaluation]

### [Certificate in Grant Writing / Nonprofit Fundraising] | [Institution or Training Provider]

[Month Year] – [Month Year]

[City, State or Online]

- [Completed intensive training in proposal development, funder research, budgeting, and post-award reporting for nonprofit organizations.]

## SKILLS

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- **Grant & Proposal Development:** [Needs assessments], [case for support development], [LOIs], [RFP responses], [federal/state grant applications], [foundation and corporate proposals]
- **Research & Data Analysis:** [Funder prospecting], [environmental scans], [demographic data analysis], [program outcomes synthesis], [evidence-based citations]
- **Tools & Platforms:** [Microsoft Office (Word, Excel, PowerPoint)], [Google Workspace], [CRM or donor database (e.g., Salesforce, Raiser's Edge)], [grants management software], [Foundation Directory Online], [Grants.gov]
- **Budgeting & Compliance:** [Grant budgeting], [cost allocation], [allowable cost tracking], [reporting requirements], [post-award monitoring], [documentation management]

- **Writing & Communication:** [Persuasive writing], [technical writing], [editing and proofreading], [tailoring content to diverse audiences], [collaborative drafting with subject matter experts]
- **Project & Time Management:** [Grant calendar management], [deadline prioritization], [multi-project coordination], [process documentation], [workflow optimization]
- **Interpersonal & Collaboration:** [Cross-functional teamwork], [stakeholder interviewing], [facilitating input sessions], [incorporating feedback], [relationship-building with program and finance teams]

## SELECTED GRANT WRITING PROJECTS

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### **[Comprehensive Multi-Year Program Grant] | [Health or Education Initiative]**

[Month Year] – [Month Year]

- Developed a full proposal package for a [multi-year] initiative, including narrative, logic model, detailed budget, and evaluation plan, collaborating with [program directors/finance/evaluation staff] to align deliverables with funder guidelines.
- Integrated quantitative outcomes, community needs data, and client stories to demonstrate impact potential, resulting in a highly competitive submission to [major foundation/government agency].

### **[Corporate Partnership & Sponsorship Proposals] | [Workforce Development / Youth Programs]**

[Month Year] – [Month Year]

- Created modular proposal templates and sponsorship decks for corporate partners, outlining tiered benefits, recognition opportunities, and alignment with corporate social responsibility priorities.
- Collaborated with development and communications teams to ensure brand consistency, clear value propositions, and measurable outcomes for prospective partners.