



Position: Grant Writing Consultant

Status: Contract

About Healthy New Albany:

Healthy New Albany (HNA) is a non-profit organization dedicated to cultivating and inspiring healthy living. The organization oversees a thriving farmers market and community garden, food pantry, hosts the New Albany Walking Classic, and offers regular, year-round health-based community programming and education. Healthy New Albany is located in the Philip Heit Center for Healthy New Albany.

Consultant Summary:

We are seeking an experienced **grant writing consultant** to support our development efforts. This role will focus on researching and identifying funding opportunities, crafting compelling grant proposals and reports, and managing a strategic grants calendar to ensure timely submissions. The consultant will collaborate with leadership and program staff to align proposals with organizational priorities, translate program impact into strong narratives, and support compliance with grant requirements. Ideal candidates will have a proven track record in nonprofit grant writing and securing funding from diverse sources.

Key Responsibilities:

- **Grant Research & Prospecting:** Identify new funding opportunities aligned with our mission and programs.
- **Proposal Writing & Submission:** Develop compelling grant proposals tailored to funders' priorities.
- **Grant Strategy & Calendar Management:** Help build a strategic grants calendar, track deadlines, and ensure timely submissions.
- **Impact Storytelling & Case for Support:** Translate program data and outcomes into strong narratives for funders.
- **Collaboration with Internal Teams:** Work closely with leadership and program staff to gather necessary information and align proposals with organizational goals.
- **Compliance & Reporting:** Assist in grant reporting, tracking funder requirements, and compliance with grant terms.

This is a virtual, contract position.