

Grants Writer

Part-time, Contracted role, Base pay + Performance base

[Vietnamese Boat People](#) is currently seeking a professional for grant writing, processes and procedures—with a focus on projects related to the humanities, refugee and immigrant stories, AAPI studies and representation and oral histories and archives.

The right individual will be able to utilize the existing information and documents, conversations and insights, to create numerous grant submissions while also prospecting for new opportunities.

This individual would also be able to amend existing proposals and report documents to better present VBP as well as identifying processes to expedite future grant writing.

Responsibilities also include:

- Manage existing pipeline of grant opportunities and submissions
- Research and write compelling, high-quality grant proposals to various potential funders including city, state, federal and private
- Proactively researching (prospecting) and analyzing grant opportunities
- Identify VBP's differentiating attributes to stand out from the competition
- Collaborate closely with Program Managers, the Founder/Board Chair and other Board members to develop supporting documents

This position is entirely remote, with slight preference for East Coast time zones for convenience of scheduling meetings. Start date is immediate and role is a contracting role, paid at an hourly rate (\$25-\$45/hour) commensurate with experience. Hours are estimated upfront based on each grant opportunity.

Desired Skills and Experiences:

- Excellent writing skills and command of effective storytelling
- Track record of identifying and securing new revenue from government and institutional funders
- Excellent organizational, communication and written skills

- Self-motivated, collaborative, and proactiveness is a must, with ability to work independently
- Strong command using numbers and data to create compelling narratives
- Familiarity with Asian American and Pacific Islander (AAPI) communities, Immigrant stories or Humanities-based projects is highly preferred
- Min. of 5 year experience in grant writing
- Client references to share is preferred

Application Process:

Send cover letter and resume to stories@vietnameseboatpeople.org

Subject: Grant writer

We will contact you for an interview if your skills and experience fit the job requirements.

Applicants must be eligible to work in the United States.