

# Grant Writing Consultant

## REMOTE | FLEXIBLE HOURS | INTERNATIONAL DEVELOPMENT

The Face-To-Face Project (F2F) is seeking an experienced Grant Writing Consultant to help grow our portfolio of foundation and institutional support for food security and climate resilience programs in Malawi and Cambodia.

This is an opportunity for a grant professional and international development specialist to play a meaningful role in scaling community-led solutions that help families grow food, improve nutrition, and build resilience in the face of climate change.

## ABOUT THE FACE-TO-FACE PROJECT

The Face-To-Face Project is a U.S.-based nonprofit working alongside local partners in Malawi and Cambodia to improve food security through regenerative agriculture, climate-smart farming practices, and community-led Victory Gardens.

Our approach focuses on practical skills, local leadership, and long-term sustainability. To date, our programs have helped thousands of families strengthen food production, improve nutrition, and increase resilience to climate-related challenges. [www.facetoface.org](http://www.facetoface.org)

## POSITION OVERVIEW

The ideal candidate will have demonstrated success securing institutional grants for international development programs, exceptional proposal development skills, and a strong understanding of the philanthropic and international development funding landscape. An established network of foundation and donor relationships is required.

This position is responsible for researching funding opportunities, developing competitive proposals, managing donor reporting requirements, supporting donor stewardship efforts, and helping to build a diversified institutional funding portfolio for the organization. In case of grant award, there are opportunities to also support grant management efforts and oversight.

## PREFERRED BACKGROUND

Candidates with experience working for or with international NGOs, humanitarian organizations, development contractors, family foundations, corporate foundations, or institutional philanthropies are strongly encouraged to apply. Experience with organizations focused on food security, agriculture, climate adaptation, community development, poverty alleviation, public health, or international development is required.

## KEY RESPONSIBILITIES

- Leads the identification, cultivation, and solicitation of institutional funding opportunities to support F2F programs and strategic priorities. This responsibility will include identifying new grant opportunities, as well as exploring ways to expand and deepen pre-existing relationships with funders. F2F currently receives funding support from The Charitable Foundation, Isora

Foundation, Corinthian International Foundation, and SENSE Foundation Brussels. We have previously received support from Action on Poverty, Canada Fund for Local Initiatives, Sandrose Foundation, Segal Family Foundation, and the Conservation, Food, and Health Foundation.

- Research, identify, and evaluate prospective funding opportunities from private foundations, family foundations, corporate philanthropy programs, bilateral and multilateral institutions, and other aligned funding partners.
- Develop and submit compelling letters of inquiry, concept notes, grant proposals, donor presentations, and other funding materials tailored to institutional donor requirements.
- Provide strategic recommendations regarding donor engagement, cultivation strategies, and institutional funding priorities.
- Maintain a robust pipeline of prospective funders and funding opportunities.
- Collaborate with programmatic and field finance staff to develop proposal budgets, funding requests, and project narratives.
- Work closely with leadership, program staff, and finance personnel in the United States, Malawi, and Cambodia to gather information necessary for proposal development, donor communications, and reporting.
- Monitor trends within the philanthropic and international development sectors and identify emerging funding opportunities relevant to F2F's mission.
- Perform other related duties as assigned.

## **EXPERIENCE**

- Bachelor's degree required; advanced degree preferred.
- Minimum seven (7) years of demonstrated success in institutional fundraising, grant writing, business development, or resource mobilization within the nonprofit, international development, humanitarian, food security, agriculture, climate resilience, or related sectors.
- Demonstrated success securing institutional grants and managing donor relationships through the full grant lifecycle.
- Exceptional writing, editing, and proposal development skills.
- Strong research and analytical skills, with the ability to synthesize complex information into compelling funding narratives.
- Ability to work independently, manage multiple priorities, and meet deadlines.
- Excellent organizational and project management skills.
- Strong interpersonal and relationship-building skills, with the ability to engage effectively with donors, foundations, and organizational leadership.
- Demonstrated knowledge of the international development and institutional philanthropy landscape, including foundation, corporate, bilateral, and multilateral funding mechanisms.
- Existing network of foundation, corporate, and institutional donor contacts strongly preferred.
- Experience securing \$25K-\$150K and/or multi-year grants preferred.
- Experience working with international programs in Sub-Saharan Africa, Southeast Asia, or other low-resource settings preferred.
- Familiarity with food security, regenerative agriculture, climate resilience, livelihoods, nutrition, or community development programming is highly desirable.
- Proficiency with Foundation Directory Online, Candid, Instrumentl, GrantStation, or similar funding research resources.

## **REPORTS TO**

- Executive Director

## **HOW TO APPLY**

Please submit to Alicia Pierro at [alicia@facetoface.org](mailto:alicia@facetoface.org):

- Resume or CV
- Brief cover letter outlining relevant experience
- Examples of successful institutional fundraising experience, including grant size and funder type (if available)
- Three client references

The Face-To-Face Project is an Equal Opportunity Employer and we are committed to diversity and equal opportunity in our recruitment and hiring. Qualified candidates of all backgrounds are welcome and encouraged to apply for this position.