



POSITION: Grant Writer (30 hours/week)

LOCATION: Broomfield, CO-area remote

REPORTS TO: Director of US Operations

TRAVEL: 0–10%

TYPE: Exempt

Summary

El Porvenir's small US fund development team is seeking an experienced grant writer to raise funds through compelling proposals to foundations, corporations, and faith communities. You'll write for both unrestricted and restricted funding, manage grant reporting, and cultivate new funder relationships.

Responsibilities

- Prepare, submit, and manage LOIs, proposals, budgets, and financial reports for grant funders
- Research and evaluate prospects for new funding
- Coordinate with our Nicaragua-based team on written and financial reporting
- Communicate proactively across US and Nicaraguan teams to meet deadlines
- Steward current funders with regular updates
- Maintain accurate records in Salesforce, including grant tracking
- Track program/country statistics relevant to funder communications
- Support other fundraising projects as needed

What We're Looking For

- 5+ years of successful grant writing experience, ideally with international nonprofit fundraising
- Proven ability to thrive in a remote, distributed team environment
- Must adapt quickly to new programs, funders, and systems
- Excellent written communication and editing skills
- Strong attention to detail and consistent deadline management
- Ability to work independently while contributing well in a team
- Proficiency with Word and Excel; Salesforce experience a plus
- Skilled in prospect research and diverse fundraising strategies
- Spanish proficiency
- Comfortable managing multiple projects simultaneously

Compensation

\$50,000–\$54,000/year, depending on experience

Benefits: ICHRA, SIMPLE IRA, paid vacation/sick time, paid holidays

To Apply

Email your cover letter, resume, references, and a writing sample to hr@elporvenir.org with "Grant Writer" in the subject line. Apply by September 10, 2026.

El Porvenir is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.