



Role: Grants and Development Consultant (contractor)
Contract Type: Approximately six months (approximately late February – August 2023) with possibility of extension
Working hours: Flexible, average 10 hours per week
Start Date: February 21, 2023

More in Common is looking for a Grants and Development Consultant to support the organization in drafting grant and other funding proposals, drafting grant reports, and providing additional support related to grants and development.

The Grants and Development Consultant will support More in Common US in advancing its mission of building an America that is stronger, more united, and more resilient to the threats of polarization and social division.

The Grants and Development Consultant will report to the US Director.

ABOUT MORE IN COMMON US

More in Common US is a research and civic non-profit that is part of a new international initiative, set up in 2017 to build communities and societies that are stronger, more united and more resilient to increasing threats of polarization and social division. We work alongside of national teams in Germany, France, and the United Kingdom.

We conduct research into populations through the lens of identity, values, and beliefs. We leverage our findings to apply interventions with partners to strengthen democracy, counter polarization and build stronger shared identities across lines of difference. Our website is [here](#) and you can see coverage of our US research [here](#).

Some examples of our work include partnering with a broad and diverse network of civil society actors to bolster Americans' confidence in the resilience of our elections; advising philanthropic actors on how to best support efforts to strengthen social cohesion; and training civil society actors on methods for communicating across ideological lines in ways that reduce polarization and foster a shared sense of identity.

Our work has taught us one thing for certain: our team will be our greatest asset. We are looking for people who:

- Are strategic, rigorous, restless, energetic and creative
- Have direct experience with and understand people from different perspectives and backgrounds
- Feel comfortable using data to examine and better understand conservative, liberal, and other perspectives
- Are excited to do work that is non-partisan

- Are able to think ahead
- Are able to get big stuff done
- Are excited to work with heart as well as head
- Want to be part of turning despair into hope

DIVERSITY + EQUITY + INCLUSION

The task ahead of us is daunting but we have a better chance at success if our team reflects a broad range of social and cultural backgrounds, beliefs, political persuasions and life experiences. We value diversity across many dimensions, including but not limited to race, ethnicity, socioeconomic status, gender, sexual orientation, gender identity, disability status, age, religious belief, military service, geography, and political orientation.

ABOUT THIS ROLE

More in Common is looking for a Grants and Development Consultant -- a highly organized, mission driven individual who is as enthusiastic about managing grant processes as they are passionate about telling the story of our work to funders.

This role will report to the US Director, and will work closely with the Chief of Staff, Senior Associate, and the research team to ensure efficient grant management and to coordinate content development for internal and external reporting on grants.

This role is for someone who is:

- Agile and has an entrepreneurial mindset
- Committed to More in Common's mission
- Comfortable working in and taking initiative in complex situations
- Enjoys process and project management
- Able to execute with precision and speed while still seeing the longer-term picture
- Experienced in working with grants, particularly, but not exclusively, from private philanthropic foundations
- Interested in both contributing to proposals and grants as needed and taking initiative to find new opportunities for funding
- Confident working with a dynamic, multi-cultural team and able to "manage up" to ensure grants requirements are understood and met
- Able to make the story of our work come alive in documents that stand out.

RESPONSIBILITIES

The Grants and Development Consultant Associate will be responsible for drafting grant proposals, reports, and potentially other funding-related documents.

Specific responsibilities will include:

- Maintaining databases of grant documentation, ensuring uniformity and data fidelity for continuity and auditing.
- Tracking grant lifecycle and requirements in Salesforce, managing the reporting calendar for US grants.

- Drafting grant reports
- Supporting the development of funding applications and proposals on a case-by-case basis
- Supporting the creation of miscellaneous development materials

QUALIFICATIONS AND EXPERIENCE

We look for great people before we look for specific qualifications and experience. However, the following will be an asset for this role:

2+ years of professional experience working with grants – e.g., grant making, grant management, as part of a development team, or other similar work. Specific roles matter less than demonstrated familiarity with the grant application process and grant requirements.

- Outstanding verbal and written communication skills in English
- Strong attention to detail
- Ability to prioritize, meet deadlines, and work calmly under pressure
- Can-do attitude and an ability to work both independently and as part of a team
- Highly organized with strong planning and problem-solving skills
- Grant writing experience preferred
- Familiarity with the institutional funding landscape in the US
- Proficiency with Microsoft Office Suite and experience with Salesforce

APPLICATION PROCEDURE AND PROCESS

Applications should include a cover letter (max 1 page) and a resume. Please **send applications by email** to jobs@moreincommon.com and use 'Grants and Development Consultant' in the email subject line. Applications will be reviewed on a rolling basis.