
JOB ANNOUNCEMENT: Grant Writer



Contract Length: 6-month contract with potential for extension based on funding and performance.

Based in Los Angeles, iACT is an international nonprofit organization with a mission to resource and partner with people affected by war and conflict, to amplify their voices and create opportunities for them to thrive. We do this by listening deeply to their needs, then together, we create safe and joyful programs that include preschools, soccer academies, employment opportunities, and training, all led by the affected communities themselves.

iACT welcomes diversity and does not discriminate on any basis, including race, ethnicity, age, gender identity, nationality, or sexual orientation. We encourage Black, Indigenous, People of Color, and community members with a lived movement or displacement experience to apply. We cultivate a culture that allows everyone to fully bring themselves to the organization. We value vulnerability, honest exchanges, and respect each other for who we are.

Candidates must be legally authorized to work in the United States where this position is located without visa sponsorship.

How Will You Make a Difference?

iACT is seeking a Grant Writer, a new and pivotal position that will work closely with the Executive Director and program managers to strengthen and expand our grants portfolio in alignment with iACT's mission and global, community-led programming. This role plays a critical part in ensuring the financial sustainability and strategic growth of our initiatives by securing public and private funding for programs across sports, education, leadership, and humanitarian response.

You will lead the grant development process—from research and proposal writing to submission and reporting—while coordinating closely with iACT's small and committed team. This position offers an exciting opportunity to shape a growing area of the organization, and you'll work in direct partnership with the Executive Director.

Key Responsibilities:

- Write, prepare, and submit compelling grant proposals, reports, letters of inquiry, and related communications, with an emphasis on public and private funding.
- Coordinate the development of high-quality grant submissions that align with both funder guidelines and iACT's program goals.
- Identify and research funding opportunities from government, multilateral, foundation, and private sources within the global humanitarian and development sector.
- Manage the full lifecycle of grants—from application to final reporting—ensuring all deadlines, requirements, and compliance needs are met.
- Maintain a calendar of grant applications, reporting deadlines, and key deliverables using our grants management system.
- Collaborate with program managers to gather data, stories, and insights to inform compelling narratives and outcomes.
- Maintain strong internal organization and communication to meet tight deadlines and ensure timely submissions.

Qualifications:

- Proven experience in grant writing or grant management.
- Strong writing and editing skills with the ability to translate complex programs into clear, compelling proposals.
- Demonstrated success securing multi-year grants and articulating program outcomes and impact.
- Familiarity with the humanitarian and development sector preferred.
- Working knowledge of Monitoring and Evaluation (M&E) principles.
- Ability to adapt to shifting priorities, deadlines, and funding landscapes.
- Exceptional organization, time management, and attention to detail.
- Commitment to iACT's mission and values, with a collaborative and proactive work ethic.

Location and hours:

This is a remote, contract position at 20 hours per week. Some flexibility is required to accommodate internal team meetings, proposal deadlines, and occasional evening or weekend events.

Compensation & Benefits:

iACT offers a competitive hourly rate for an international NGO and Los Angeles-based nonprofit.

Pay range: \$37 to \$41/hour, based on experience and qualifications (20 hours/week).

Start Date:

The start date is flexible and as soon as we find the right fit for our team.

To Apply:

Please email your resume and a brief cover letter to angela@iact.ngo.

Subject line: *Grant Writer*

Thank you for your interest and we look forward to learning about you!