



THE JUDGE FRANK M. JOHNSON, JR. INSTITUTE

Grant Writer

The Judge Frank M. Johnson, Jr. Institute

Position Overview

The Judge Frank M. Johnson Institute seeks a detail-oriented and mission-driven Grant Writer to work closely with the Director of Development to secure funding that supports the Institute's constitutional education, civic engagement, and public programming initiatives. This position may be remote and offers flexibility while requiring strong communication and collaboration with the development team.

The ideal candidate is an excellent writer, strategic thinker, organized project manager, and team player who can manage multiple deadlines and build compelling cases for support through grants large and small. This is a part time, hourly position, that would be flexible with other jobs.

Key Responsibilities

- Research, identify, and evaluate grant opportunities from foundations, corporations, government agencies, and private funders
- Write, edit, and submit high-quality grant proposals, letters of inquiry, reports, and supporting materials
- Collaborate regularly with the Director of Development and Institute leadership to align funding priorities and organizational goals
- Manage the full grant lifecycle, including tracking deadlines, submissions, reporting requirements, and stewardship activities
- Gather program data, budgets, outcomes, and supporting documentation needed for proposals and reports
- Maintain accurate grant records, calendars, and funding pipelines
- Assist in developing long-term grant strategies to support program growth and sustainability
- Communicate professionally and consistently with internal team members and external funding partners
- Participate in team meetings and contribute to a collaborative, mission-focused work environment



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Qualifications

- Bachelor's degree preferred; equivalent professional experience considered
- Proven experience in grant writing, grant donor relationships, nonprofit development, or related field
- Strong writing, editing, and storytelling abilities
- Experience preparing grants of varying sizes and complexity
- Excellent organizational and time-management skills with the ability to manage multiple projects simultaneously
- Ability to work independently in a remote setting while maintaining regular communication with the team
- Collaborative mindset and strong interpersonal skills
- Proficiency with, Google Workspace, and donor/grant management systems preferred

Preferred Qualities

- Passion for education, civic engagement, history, or public service
- Strategic thinker with attention to detail
- Self-motivated and deadline-driven
- Positive, adaptable, and team-oriented

Work Location

Remote position with flexible scheduling. Weekly virtual meetings are required.

To Apply

Please submit a resume, cover letter, and one to two writing samples from grant submissions demonstrating relevant experience to Jennifer Rogers, Director of Development; jrogers@thejohnsoninstitute.org.