



<b>Job title</b>	<i>Grant/RFP Development</i>
<b>Reports to</b>	<i>Managing Partner</i>
<b>Hours</b>	<i>Flexible</i>
<b>Expected Start Date</b>	<i>May 2023</i>

**Company Description**

FieldGoals.US is a full-service market research consultant and field service. Some key services include: project planning and management, focus group moderation and reporting, nationwide focus group recruitment, facility rental, intercept interviewing, direct store delivery (DSD) and retail auditing, online surveys and litigation research. We currently own one event space and focus group facility and are purchasing another where there will be multiple business lines seeking grants in a number of areas including environmental redevelopment, exterior landscaping and renovations, a non-profit division and single-family housing.

**Job purpose**

FieldGoals.US is seeking a highly motivated Grant/RFP Researcher and Writer to add to its part-time staff. After gaining a comprehensive understanding of our services, the Grant/RFP Research Associate and Writer will present opportunities to the research team to review and develop a successful grant request/proposal to submit to the distributing agency or foundation. The Grant Research Associate must be able to work independently, to uncover grant matches for the firm and develop leads and avenues to learn about creative opportunities. This job is a great match for retired local, state or federal government professionals or SAH parents who are experienced in this field and need flexible hours.

**Duties and responsibilities**

**Qualifications**

- Excellent written communication skills
- Prefer success/experience in developing, writing and submitting grants applications and submitting RFP responses to state and federal government agencies and private foundations/funding firms
- Top-shelf research skills
- Ability to understand the needs of both the agency in need of funding or research services and the organization that is offering the grant money or request for proposal
- Superior organizational/time management skills
- Being able to understand and execute complex instructions
- Outstanding computer skills



FieldGoals.US expects all employees to work collaboratively and take initiative without being directly instructed or asked. This allows for a great deal of job flexibility and creativity in the workplace. The ideal candidate would, above all, have an exceptional interest in the field of marketing research and the development of processes for small businesses. This position calls for a motivated and inspired individual with an entrepreneurial spirit.

Specific qualifications include:

- 2 years in relevant field or internship with non-profit or grant writing foundation
- Associates/Technical Degree or Higher
- Demonstrated experience meeting goals and maintaining relationships
- Flexibility, enthusiasm and ability to work creatively and independently
- Background in grant writing or related industry preferred

---

<b>Approved by:</b>	
<b>Date approved:</b>	
<b>Reviewed:</b>	