



GRANT WRITER (CONTRACT)

Department: Development	
Reports To: Sr. Development Manager	Position Status: Contract, Part-Time
Position Start: March 2026	Engagement Term: March through September 2026 (potential to extend)

About This Opportunity:

Vermont Youth Conservation Corps (VYCC) is seeking a skilled Grant Writer to support our fundraising efforts on a contract basis. This role is ideal for an experienced, self-directed professional who can manage a robust grants calendar; craft compelling applications; and help VYCC secure funding that supports young people, conservation, and sustainable agriculture across Vermont.

The grant writer will work with an established grants infrastructure, including a calendar of ~60 active grant opportunities, a context library of past applications, organizational data, and reference materials to develop and submit strong applications throughout the year. This contractor will also handle reporting on awarded grants and coordinate with our development and program teams as needed.

Scope of Work:

Grant Writing & Submission

- Manage and execute VYCC's grants calendar, preparing and submitting applications in accordance with deadlines (approximately 60-70 grant opportunities anticipated)
- Adapt and build upon existing language, data, and past applications to create compelling, funder-specific proposals
- Handle a mix of shorter applications/LOIs and longer, more intensive proposals (typical grant sizes range from \$10,000–\$50,000)

Grant Reporting

- Complete required reports for awarded grants, coordinating with program staff to gather outcomes data and narratives (approximately 10-15 reports anticipated)

Coordination & Communication

- Interface with the development team through regular check-ins

- Coordinate with program staff as needed to gather information for applications and reports
- Flag questions, risks, or opportunities as they arise

Optional Expanded Scope (based on capacity and mutual interest)

- Research and identify new grant opportunities aligned with VYCC's mission and programs
- Other development support as agreed upon

Who You Are:

We're looking for someone who brings:

- **Demonstrated grant writing success:** Track record of securing foundation and/or government grants, ideally including awards in the \$10K–\$50K+ range
- **Strong, clear writing skills:** Ability to translate program information into compelling narratives tailored to different funders
- **Project management discipline:** Can manage multiple deadlines, work independently, and achieve quality deliverables on time without close supervision
- **Professionalism and resourcefulness:** Ask good questions, communicate proactively, and solve problems as they arise
- **Alignment with VYCC's mission:** Genuine interest in youth development, conservation, and/or sustainable agriculture

Added strengths/bonus qualifications:

- Familiarity with Vermont's philanthropic landscape
- Experience with nonprofit development beyond grant writing
- Background working with youth-serving or environmental organizations

Contract Details:

- **Hours:** Approximately 10–15 hours per week, with flexibility based on grant deadline cycles
- **Term:** March 1st through September 30th 2026, with room for flexibility (core activity runs March–September when most grants are due)
- **Location:** Flexible – remote (within Vermont or adjacent states), hybrid, or in-person arrangements considered
- **Structure:** Independent contractor (1099)
- **Compensation:** Commensurate with experience; please include your hourly rate or proposed budget with your application

This is a defined engagement for 2026, with potential to extend into a repeat contract for 2027 based on performance and organizational needs.

About VYCC:

Our Mission: *Take action and build community by working and learning together with the land.*

Vermont Youth Conservation Corps is a 501(c)(3) nonprofit focused on engaging young people in service, work, conservation, and agriculture. Since 1985, VYCC has provided valuable work and learning opportunities to youth and young adults from across the country and from nearly every town in Vermont. Our model is strong and simple: young people, working together, guided by highly trained leaders, completing priority projects in conservation and agriculture.

VYCC is committed to being an organization that is inclusive and welcoming for all employees, contractors, volunteers, and community members.

How to Apply:

Please complete our Online Application ([linked here](#)), to which you'll be asked to include:

1. A brief cover letter describing your interest and relevant experience
2. Your resume or CV
3. 1–2 writing samples (grant applications or excerpts preferred, no less than 500 words)
4. Your hourly rate or a proposed budget for this engagement
5. Contact information for 2–3 professional references

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