

**Hanover Grants (a division of Hanover Research) – Grants Consultant and Senior Grants Consultant**

Hanover Grants (a division of Hanover Research) is actively recruiting for our **Grants Consultant** position.

The Grants Consultant will provide grant writing services to a variety of non-profit organizations in higher education, K12 education, community and charitable services and health care. The Grant Consultant will be responsible for proposals and applications from inception to delivery, often under tight deadlines.

**Location: Washington DC or Charlottesville, VA**

**A successful candidate will have the following qualifications:**

- Exceptional writing and editing skills
- Experience writing federal, foundation and corporate grant proposals
- Excellent organizational skills, attention to detail, and the ability to work overtime to meet deadlines
- An interest in leading and managing proposal development teams
- Excellent interpersonal and communication skills
- Ability to work under pressure and multitask in a fast-paced environment

**Minimum Education Required:**

A Bachelor's degree is required; an advanced degree preferred.

**Minimum Experience:**

1-2 years experience as a writer/editor with hands-on proposal writing / management experience. Applicants interested in the Senior Grants Consultant position should have 3-5 years of experience.

Hanover offers significant advancement opportunities to talented, motivated individuals, and the opportunity to play an instrumental role in the continued development of our grants business. If you are excited by the prospect of working for an established but dynamic company, we encourage you to submit an application.

Please apply online at: <http://hanoverresearchcareers.catsone.com/careers/> by uploading a resume and cover letter in a **Word or PDF document**.

Applicants failing to include a cover letter will not be considered.

All Hanover Companies are Equal Opportunity Employers. Only applicants selected for an interview will be contacted.