



PO Box 205  
7626 US-9  
Elizabethtown, NY 12932

(518) 873-6408

[www.elizabethtownsocialcenter.org](http://www.elizabethtownsocialcenter.org)  
[info@elizabethtownsocialcenter.org](mailto:info@elizabethtownsocialcenter.org)

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**Position: Grant Writer**

**Location:** Remote / Elizabethtown, NY

**Position Type:** Freelance / Approximately 10-15 hours/month

**Salary:** \$50-\$80/hour

**The Elizabethtown Social Center**

The Elizabethtown Social Center is a vibrant, growing community center serving all ages in Elizabethtown, NY, and the surrounding region. The Center provides cultural, recreational and educational programs for people of all ages, including year-round concerts, arts and dance classes, children's enrichment activities and group trips to cultural attractions. The Center also runs a free Teen Recreation afterschool program that enrolls 85% of local teens.

**Job Description**

The Elizabethtown Social Center is seeking an ongoing, freelance grant writer to help secure funding for our programs and operations. The grant writer will work with our Executive Director to research, prepare, and submit highly competitive grant proposals to private foundation, corporate and state funders.

The grant writer will develop a deep understanding of our mission and programming – and be able to convey that mission in persuasive, human language. We prioritize clear, compelling writing over experience writing large, technical state and federal grants. We have multiple past grants to use as guides.

This is a remote, contract position, but a strong candidate will preferably have an understanding of rural community needs and small-town community development.

**Position Overview**

- **Job Title:** Freelance Grant Writer
- **Compensation:** \$50-\$80/hour or Per-Project Flat Fee
- **Hours:** Flexible, project-based (estimated 10-15 hours/month)
- **Location:** Remote (Preference given to candidates familiar with Upstate New York / the Adirondack region)
- **Reports To:** Executive Director

**Key Responsibilities, in Partnership with the Executive Director**

- **Grant Research:** Identify and vet new funding opportunities from local, regional, and national foundations, as well as New York State (NYS) agency grants.
- **Proposal Development:** Write, edit, and compile clear, compelling grant proposals, letters of intent (LOIs), and grant applications.
- **Collaboration:** Partner with the Executive Director to gather organizational data, project budgets, and program metrics.
- **Tracking & Deadlines:** Contribute to an organized calendar of grant deadlines, reporting schedules, and pending applications.
- **Reporting:** Draft impact reports for successfully secured grants to ensure strong funder stewardship.

### **Qualifications & Skills**

- **Exceptional Writing:** Ability to translate community needs into powerful narratives that resonate with reviewers.
- **Graphic Design:** Ability to use or learn basic CANVA to assemble photo montages.
- **Financial Literacy:** Comfort reading and helping structure simple non-profit program budgets.
- **Preferred Experience:** Minimum of 2–3 years of successful grant writing experience, preferably for small nonprofits or community-focused organizations.
- **Preferred Regional Knowledge:** Familiarity with the unique socioeconomic and geographic landscape of the Adirondacks is highly preferred.

### **How to Apply**

Please submit your resume, a brief cover letter explaining your interest in our community center, and **two writing samples** (preferably excerpts from successfully funded grant proposals or LOIs) to [director@elizabethtownsocialcenter.org](mailto:director@elizabethtownsocialcenter.org) with the subject line "Freelance Grant Writer – [Your Name]".

Applications will be reviewed on a rolling basis until the position is filled.