

Grant Writer (Part-Time)

Position Title: Grant Writer

Department: Development

Reports To: Executive Director

Location: Remote

Status: Part-Time

About CureScience Institute

CureScience Institute is a translational research and precision medicine organization focused on advancing personalized approaches for cancer, neurological disorders, immunotherapy, and complex disease. Through research, bioinformatics, clinical collaborations, and patient-centered education, CureScience works to help accelerate access to innovative treatment insights and scientific advancement.

Position Summary

CureScience Institute is seeking a detail-oriented and mission-driven Grant Writer to help identify, develop, and secure funding opportunities that support the organization's research, education, and programmatic initiatives.

Working closely with executive leadership, scientific staff, and external partners, the Grant Writer will be responsible for researching funding opportunities, preparing grant proposals, coordinating application submissions, and managing grant reporting requirements.

This position is ideal for a professional who understands nonprofit fundraising, scientific research funding, and the unique opportunities available to organizations working at the intersection of precision medicine, translational research, and innovation.

Key Responsibilities

Grant Prospecting and Research

- Identify foundation, corporate, government, and institutional funding opportunities aligned with CureScience priorities.

- Maintain an active grants calendar and funding pipeline.
- Monitor recurring and emerging funding opportunities.

Proposal Development

- Draft compelling grant proposals, letters of inquiry, concept papers, and supporting materials.
- Collaborate with scientific and operational leadership to gather programmatic information and budgets.
- Ensure proposals align with funder priorities and submission requirements.

Grant Management

- Track proposal deadlines, submission status, and award reporting requirements.
- Maintain grant records and supporting documentation.
- Coordinate progress reports and stewardship communications with funders.

Strategic Funding Support

- Assist with development of case statements, program narratives, and institutional funding strategies.
- Support cultivation of foundation and institutional relationships.
- Participate in strategic discussions regarding funding priorities and program expansion.

Qualifications

Required

- Experience writing successful grant proposals for nonprofit organizations.
- Strong written communication and project management skills.
- Ability to manage multiple deadlines simultaneously.
- Proficiency with Microsoft Office and cloud-based collaboration tools.

Preferred

- Experience with biomedical research, healthcare, higher education, or scientific organizations.
- Familiarity with NIH, Department of Defense, CDMRP, and private foundation funding opportunities.

- Knowledge of cancer research, precision medicine, translational science, or biotechnology.
- Experience managing grant reporting and compliance requirements.

Work Environment

- Remote position.
- Part-time contractor engagement.
- Flexible schedule.
- Estimated commitment of 10–20 hours per week.

Compensation

Compensation is competitive and commensurate with experience. Options may include hourly consulting arrangements, project-based compensation, or monthly retainers.

To Apply

Interested candidates should submit a resume, cover letter, and examples of successful grant proposals or funding experience. Please email resume and note of interest to chris@curescience.org