



## Who We Are

[Promise Venture Studio](#) is a nonprofit venture studio that attracts, supports, and connects promising entrepreneurial talent, capital and stakeholders to pave the way for the sustainable growth and impact of social entrepreneurship in Early Childhood Development (ECD). We support nonprofit and for-profit ventures and organizations at any stage of development that reach (directly or indirectly) children, prenatal to age 5 in the U.S., and their families and communities.

## Introduction

Promise Venture Studio is seeking a highly skilled and experienced Senior Grant Report Writer who understands the importance of our mission. This role is critical in ensuring that we deliver high-quality, compelling reports that highlight the progress of our work and align with the specific priorities of our funders. The reports will serve as a key tool for maintaining strong relationships with our current investors and drive cultivation efforts with prospective funders.

## Scope of Work

The consultant will work closely with the Development Team and provide supplemental capacity in grant reporting efforts on 4-5 reports between October 2024 and March 2025. Reports differ depending on the unique requirements of each recipient. Some reports focus on project-specific outcomes and learning and typically range from 5 to 10 pages. Other reports cover organization-wide outcomes and lessons, presented in a compelling narrative, and usually span 15 to 20 pages.

In collaboration with programmatic leads, Consultant will utilize qualitative/quantitative progress data to shape compelling report narratives.

## Key Responsibilities

- **Draft Reports:** Create high-quality, engaging reports that provide detailed and impactful updates on our work, ensuring alignment with funder/partner priorities and expectations.
- **Collaborate:** Work closely with Promise Venture Studio's team to gain a comprehensive understanding of our initiatives, including relevant data. This involves leveraging relationships with team members to obtain nuanced insights and support for report content.
- **Incorporate Justice, Equity, Diversity, and Inclusion (JEDI) Lens:** Integrate a JEDI perspective into all reporting, ensuring that our narratives reflect and uphold our commitment to justice, equity, diversity, and inclusion.
- **Integrate Feedback:** Incorporate feedback from team members and funders to refine and enhance report content, ensuring clarity, accuracy, and alignment with funder expectations.



**Interested candidates should submit the following proposal materials:**

1. Cover Letter: Detail your relevant experience and approach to grant report writing, pricing proposal, as well as interest in working with Promise Venture Studio
2. Resume/CV
3. Writing Samples: Provide examples of past grant reports or similar documents that demonstrate your ability to produce high-quality, compelling content
4. References: Include contact information for at least two professional references who can speak to your expertise

Please submit your proposal materials and any inquiries to Garima Bhatt Handley at [garima@promisestudio.org](mailto:garima@promisestudio.org) by October 12, 2024. We look forward to reviewing your proposal.