Riley Sharma

Grant Writer

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SUMMARY

Grant writer with 5 years at mid-sized nonprofits, writing proposals and reports for foundation, corporate and federal funders. Secured $2.1M across 38 proposals last year, including a 3-year $450K federal literacy grant. Known for budget narratives that match the numbers finance signs off on and for meeting funder deadlines early.

EXPERIENCE

Grant Writer — Harborline Food Alliance

Richmond, VA · Apr 2023 – Present

- Wrote 24 proposals to foundation and corporate funders last year, securing $1.4M including a $200K multi-year gift from the Ashdown Family Foundation.
- Drafted the budget narrative and logic model for a $450K, 3-year federal literacy grant, the organization's first award from that agency.
- Rewrote the case for support used across 15 proposals after it was flagged for vague outcomes, citing the 4,800 meals served monthly instead.
- Managed a 6-month pipeline of 20 LOIs and proposals in a shared tracker, cutting missed deadlines from 3 a quarter to zero.

Grant Writer — Bright Page Literacy Project

Richmond, VA · Feb 2021 – Mar 2023

- Wrote 14 proposals a year to local and regional funders, winning $700K that funded tutoring for 300 students.
- Compiled program data from 4 school partners into funder reports, maintaining a 92% on-time submission rate across 18 reports.
- Co-wrote a $150K county grant renewal application with the program director, securing a 2-year extension.

SKILLS

Writing: Proposal narrative, LOIs, budget narratives, case for support, funder reports

Research: Foundation Directory Online, GuideStar, prospect research, funder guideline analysis

Systems: Salesforce (Nonprofit Success Pack), Google Grants, Asana, Instrumentl

Program: Logic models, outcome metrics, program budgets, compliance reporting

CERTIFICATIONS

Grant Professional Certified (GPC), 2022

EDUCATION

B.A. English, Virginia Commonwealth University, 2019

Fictional example by FindAJobAI: the person, employers and numbers are invented.