Standard Occupational Classification Website Mockup
For Grant Professionals

Grant Professionals

Index/Website Tabs:

SUMMARY

Quick Facts: Grant Professionals Chart	
2023 Median Pay	$73,000 per year $34.07 per hour
Typical Entry-Level Education	No formal education requirement
Work Experience in a Related Occupation	Less than 5 years
On-the-job Training	Short-term on the job training
Number of Jobs, 2023	Approximately 565,000
Job Outlook, 2021-31	6% growth (average)
Employment Change, 2021-31	N/A (BLS to determine)

What Grant Professionals Do
Grant professionals research and write grant proposals, manage grant application process, manage awarded grants, handle reporting and compliance, coordinate projects, manage grantmaking programs, and develop budgets, as well as handle/assist with other tasks like responding to applicants' or funders' questions, developing relationships with prospective grantees or grantmakers. They are responsible for securing and managing millions of dollars each year to support programs and services in communities and around the world. They also cultivate and maintain the philanthropic legacies of individuals, families, companies, and organizations through wise and deliberate grantmaking. Grants management work involves implementing and managing grants and cooperative agreements and providing grants-related assistance and services. Grants are legal instruments reflecting the relationship between the funder (i.e. Federal Government or a foundation) and a recipient when the principal purpose of the relationship is the transfer of money, property, services, or anything of value to the recipient to accomplish a public purpose of service or simulation.

Work Environment
Grant professionals are employed at a variety of organizations with the most common being nonprofit agencies, consulting firms, government, and healthcare agencies, or education, however, some are freelance consultants and are paid per assignment. Freelance grant consultants are either self-employed or do contract work for a grants consulting firm. Grant Professionals work in offices or remotely.

How to Become a Grant Professional
There is no formal education requirement to become a grant professional. Most grant professionals take a grant writing/management course through a local university/college or one of the many organizations that offer training, but no formal training is required. Although

experience in a related occupation is generally not required for entry-level jobs within the grants profession, it can be helpful to have. Most grant professionals start out with less than five years experience.

Pay
The median annual wage for grant professionals was $73,000 in 2023.

Job Outlook
Since there are no official statistics on this occupation, we can only estimate based on the following data points. There are over 1.8 million nonprofit organizations in the United States, according to the National Center for Charitable Statistics (NCCS). Even if only 25% of these organizations have a grant professional on staff, this equates to 450,000 people involved in grants. According to USASpending.gov, there were 106,000 federal grant recipient organizations during FY19-23, if half of these organizations have a grant professional on staff, this equates to 53,000 people involved in grants. In addition, there are 52 federal awarding agencies with over 2,000 federal employees involved in grants and grants management. According to Candid, there are almost 120,000 foundations of various size within the United States. If half of these foundations have a grant professional on staff, this equates to another 60,000 people involved in grants. Using these data points, an estimated number of workers in the occupation is 565,000 individuals.

State & Area Data
Explore resources for employment and wages by state and area for grant professionals.

Similar Occupations
Compare the job duties, education, job growth, and pay of grant professionals with similar occupations.

More Information, Including Links to O*NET
Learn more about grant professionals by visiting additional resources, including O*NET, a source on key characteristics of workers and occupations.

WHAT THEY DO
What Grant Professionals Do
Grant professionals research and write grant proposals, manage grant application process, manage awarded grants, handle reporting and compliance, coordinate projects, manage grantmaking programs, and develop budgets, as well as handle/assist with other tasks like responding to applicants' or funders' questions, developing relationships with prospective grantees or grantmakers. They are responsible for securing and managing millions of dollars each year to support programs and services in communities and around the world. They also cultivate and maintain the philanthropic legacies of individuals, families, companies, and organizations through wise and deliberate grantmaking. Grants management work involves implementing and managing grants and cooperative agreements and providing grants-related assistance and services. Grants are legal instruments reflecting the relationship between the funder (i.e. Federal Government or a foundation) and a recipient when the principal purpose of the relationship is the transfer of money, property, services, or anything of value to the recipient to accomplish a public purpose of service or simulation.

Duties:
Grant Professionals may also do the following:
- Write grant proposals
- Research grant opportunities, including interpreting guidelines
- Serve as catalysts in telling nonprofit sector stories
- Manage grant awards
- Reporting
- Coordinate projects & resources
- Organize files and format documents (ensuring they're dated, branded, current, etc.)
- Finance/budget development
- Manage Compliance with both federal grant regulations and guidelines as well as foundation grant rules
- Initiating or recommending that an audit be performed
- Conducting resolution of audit findings or monitoring audit resolution in partnership with resolution officials
- Strategic planning
- Program evaluation and design
- Develop relationships with prospective funders/donors
- Create tools to help nonprofits organize and revitalize their key documents, provide strategic grant readiness advice, serve as "translator" between organizations and funders
- Project management to meet grant requirements and deadlines
- Award and administer grants, cooperative agreements, or other related instruments
- Design, develop, implement, and interpret grants/assistance management policies, procedures, and practices

- Providing training, technical assistance, oversight, ethics advice, expertise, and consultation to program officials, awardees, review panels, applicants, recipients, and sub-recipients as needed
- Reviewing and evaluating the adequacy of grants/assistance policies and procedures (this may include initiating, planning, and conducting surveys and studies to recommend changes to policies, procedures, and regulations)
- Overseeing, reviewing, analyzing, and evaluating grants/assistance applications, plans, and estimates
- Serving as a liaison between the Government/Foundation and awardee organization
- Recommending or initiating appropriate action to protect Government/Foundation interests
- Serving as a liaison with external customers, recipients, and awardee community to clarify, interpret, and resolve issues
- Cooperating with and serving as a liaison to various Federal agencies, organizations, and academic institutions in developing, reviewing, and evaluating the impact of new statutory regulations
- Determining awardee eligibility using formulas and methodology and established eligibility criteria, such as competitive rating factors
- Announcing programs and soliciting applications or proposals for funding under assistance awards
- Negotiating terms and conditions of grants/assistance awards to include costs, schedules, and oversight responsibilities
- Preparing, processing, issuing, and tracking grants/assistance awards and compliance with reporting requirements
- Conducting post-award reviews and analyses to identify management, financial, and administrative issues
- Conducting risk assessments and business reviews
- Performing final review of completed awards, making appropriate adjustments or disallowances, and processing close-outs

Most grant professionals do not have supervisory duties.

Productivity/Work Profile
According to the Grant Professionals Association's 2023 Compensation and Benefits Survey, grant professionals report spending a median of 75% of their time working on grants. The average percent of work time breaks down as a mean of 29% managing grants, 41% writing proposals, and 31% on all other responsibilities. The most common activities that take up at least 10% of their time include writing grant proposals (83%), researching grants (78%), managing grants (75%), and reporting (66%). A majority also indicate coordinating projects (57%) and finance/budget development (53%). Other activities include compliance (44%), strategic planning (41%), professional development (37%), fundraising

work (30%), program evaluation (26%), and supervising others (28%). They wrote a mean of 31 grant proposals and managed a mean of 25 grants within 12 months.

WORK ENVIRONMENT

Work Environment

Grant professionals are employed at a variety of organizations with the most common being nonprofit agencies, consulting firms, government, and healthcare agencies, or education, however, some are freelance consultants and are paid per assignment. Freelance grant consultants are either self-employed or do contract work for a grants consulting firm. Grant Professionals work in offices or remotely.

Types of organizations that grant professionals work at are:
- Nonprofit agencies (Healthcare, Housing Services, etc.)
- Consulting firms
- Government agencies (local, state, tribal, or federal)
- Healthcare (hospitals, etc.)
- Education (K-12 - public or private, or Higher Education - Community Colleges, College/Universities, or Research Institutes)
- Arts and Culture Organizations
- Environmental Organizations
- Advocacy (health, youth, or other)
- For-Profit Companies
- Faith-Based

Grant professional jobs are located across the United States as well as worldwide.

Work Schedules

The majority of grant professionals work full-time. They may be expected to work evenings and weekends to meet deadlines.

HOW TO BECOME ONE

How to Become a Grant Professional

There is no formal education requirement to become a grant professional. Most grant professionals take a grant writing/management course through a local university/college or one of the many organizations that offer training, but no formal training is required. Although experience in a related occupation is generally not required for entry-level jobs within the grants profession, it can be helpful to have. Most grant professionals start out with less than five years experience.

Completing credentialing to become a Grant Professional Certified (GPC) may improve job prospects.

Education:

There are no specific degrees or credentials required to become a grant professional. Most grant professionals have at least a bachelor's degree, however, the degrees range from social work, journalism, marketing, English, accounting, to nonprofit management. Most community colleges or universities offer basic courses on grants as part of their non-profit management program.

Work Experience in a Related Occupation:

Employers and organizations prefer candidates that have some previous work experience, internships, or training within the grants profession. Some professionals begin their careers in journalism, copy writing, education, marketing, nonprofit management, business/financial operations, technical writing, or fundraising.

Training:

As mentioned above, some colleges and universities offer programs specifically in grant writing or grant management. Classes and workshops are also available through local community colleges, for-profit companies (i.e. Grant Writing USA, The Grantsmanship Center, Management Concepts, etc.), and professional associations (i.e. Grant Professionals Association, National Grants Management Association, Peak Grantmaking, and National Association of State Boards of Accountancy). Grant Professionals also learn from on-the-job training, informal or formal mentorship or apprenticeship, online resources, books, etc.

Licenses, Certifications, and Registrations:

There are currently no licensing requirements for grant professionals. Many grant professionals pursue a credential at some point in their careers, which validates a level of proficiency and could improve their employment options. These credentials include the GPC (Grant Professionals Certified), CFRE (Certified Fund Raising Executive), or CGMS (Certified Grant Management Specialist).

Advancement:

Grant professionals looking for advancement generally would work on grant projects that are more complex, leading or training staff, bringing in grant funding for their organization, leading teams of grant professionals, managing multiple grant programs, owning a grant consulting business, etc. Many Grant Professionals use a credential to advance in their careers, stating they cannot advance in their profession, if they are not awarded grants.

Important Qualities:

- ***Communication skills.*** Grant Professionals need to get input from staff/clients and be able to convey information to present to funders.
- ***Critical-thinking skills.*** Grant Professionals must be able to ascertain and condense all relevant information into concise, but complete information for colleagues, funders and stakeholders.
- ***Detail-oriented.*** Grant Professionals work within restrictive application parameters and therefore must be precise about every step and provide complete information.
- ***Imagination.*** Grant Professionals must be able to translate research, statistics, goals, and objectives into compelling stories that keep the reader's attention and can explain the outcome of a program or process.
- ***Interpersonal skills.*** Grant Professionals must establish trust with staff/clients and respond well to their questions and concerns.
- ***Organizational skills.*** Grant Professionals must be proficient at working within a deadline, as well as managing data and input from multiple sources within that deadline.
- ***Problem-solving skills.*** Grant Professionals often work under tight deadlines and must use their time efficiently to complete projects on schedule.
- ***Teamwork.*** Grant Professionals must be able to work well with other writers, program managers, accountants, colleagues, and organizational leadership whose workers or stakeholders benefit from the product of their work.
- ***Technical skills.*** Grant Professionals must be able to understand complex information and re-write it in a way that everyone can understand.
- ***Writing skills.*** Grant Professionals must have excellent writing skills to be able to explain the reason why funding is necessary, how funding will be used, and how programs will be executed.
- ***Analytical.*** Grant Professionals must be highly analytical to meticulously assess complex funding opportunities, identify potential challenges, and develop persuasive grant proposals that align with funder priorities.
- ***Forward-thinking.*** Forward-thinking grant professionals anticipate evolving funding landscapes, identify emerging opportunities, and strategically position their organizations for long-term success.
- ***Project management skills.*** Grant professionals with strong project management skills excel at organizing complex grant initiatives, coordinating diverse teams, and ensuring timely and successful project completion.
- ***Deadline driven.*** Deadline-driven grant professionals excel at managing multiple, complex grant cycles simultaneously, ensuring timely submission of high-quality proposals and maximizing funding opportunities.

PAY

Pay

According to the Grant Professionals Association's Annual Compensation and Benefits Survey, the median annual wage for grant professionals in 2023 was $73,000. The median wage is the wage at which half the workers in an occupation earned more than that amount and half earned less. The lowest 10 percent earned less than $65,000, and the highest 10 percent earned more than $90,000.

The Grant Professionals Association publishes an annual compensation and benefits survey and its research shows the following mean annual wages for grant professionals by position:
- Grant Writer (64,016)
- Grant Manager ($73,610)
- Grant Coordinator ($62,729)
- Grant Consultant ($90,499)
- Grants Program Manager/Officer ($88,097)

Most grant professionals work full time, which often includes long workdays and are expected to meet deadlines. Some grant professionals work more than 40 hours per week.

JOB OUTLOOK

Job Outlook

Summary/Data per Grant Professionals Association:

Since there are no official statistics on this occupation, we can only estimate based on the following data points. There are over 1.8 million nonprofit organizations in the United States, according to the National Center for Charitable Statistics (NCCS). Even if only 25% of these organizations have a grant professional on staff, this equates to 450,000 people involved in grants. According to USASpending.gov, there were 106,000 federal grant recipient organizations during FY19-23, if half of these organizations have a grant professional on staff, this equates to 53,000 people involved in grants. In addition, there are 52 federal awarding agencies with over 2,000 federal employees involved in grants and grants management. According to Candid, there are almost 120,000 foundations of various size within the United States. If half of these foundations have a grant professional on staff, this equates to another 60,000 people involved in grants. Using these data points, an estimated number of workers in the occupation is 565,000 individuals.

STATE & AREA DATA
Occupational Employment and Wage Statistics (OEWS)
The Occupational Employment and Wage Statistics (OEWS) program produces employment and wage estimates annually for over 800 occupations. These estimates are available for the nation as a whole, for individual states, and for metropolitan and nonmetropolitan areas. The link(s) below go to OEWS data maps for employment and wages by state and area.

[There is no information on the OEWS website for grant professions]

Projections Central
Occupational employment projections are developed for all states by Labor Market Information (LMI) or individual state Employment Projections offices. All state projections data are available at www.projectionscentral.org. Information on this site allows projected employment growth for an occupation to be compared among states or to be compared within one state. In addition, states may produce projections for areas; there are links to each state's websites where these data may be retrieved.

CareerOneStop
CareerOneStop includes hundreds of occupational profiles with data available by state and metro area. There are links in the left-hand side menu to compare occupational employment by state and occupational wages by local area or metro area. There is also a salary info tool to search for wages by zip code.

However, there are no videos or data on CareerOneStop specifically for grant professionals - grant writers, grant managers, etc.

For a salary info tool that is specific to the grants profession, visit the Grant Professionals Association's website for their annual Compensation and Benefits Survey Data.

SIMILAR OCCUPATIONS

Similar Occupations

This table shows a list of occupations with job duties that are similar to those of grant professionals.

OCCUPATION	JOB DUTIES	ENTRY-LEVEL EDUCATION	2023 MEDIAN PAY
Grant Writers	Grant Writers identify, research, and write compelling grant proposals that demonstrate impact and effectively communicate strategic vision, to secure funding for organization initiatives. They collaborate with leadership to identify funding opportunities and develops strong case narratives.	There are no specific degrees or credentials required.	$65,000
Grant Managers	Grant Managers are responsible for the strategic identification, acquisition, and management of grant funding. They ensure compliance with funder requirements, monitor project progress, maximize the impact of grant funds, and have meticulous oversight of awarded grants. Additionally, they cultivate strong relationships with funders and provide financial stewardship.	There are no specific degrees or credentials required.	$72,000
Grant Coordinators	Responsible for the coordination of all grant activities for an organization that is seeking or has	There are no specific degrees or credentials required.	$60,000

	received grant funding, including the administrative aspect of post-award grant management.		
Grants Program Managers/Officers	Grants Program Managers or Officers implement and manage foundation and Federal grants and cooperative agreements and provide grants-related assistance and services.	There are no specific degrees or credentials required.	$88,907

MORE INFO

Contacts for More Information

For more information about grant professionals, visit:

Grant Professionals Association

National Grants Management Association

CareerOneStop

(There is no video or data on CareerOneStop specifically for grant professionals - grant writers, grant managers, etc.)

Grant Professionals Association's Career Profile Series

O*NET

(There is no information on O*NET specifically for grant professionals - grant writers, grant managers, etc.) They do classify it under Fundraisers.

SOC CODING SYSTEM

Coding System Groups: https://www.bls.gov/soc/2018/major_groups.htm#27-0000

Coding system. The SOC coding system uses a 6-digit code, with the first two digits indicating the major occupation group. The third digit indicates the minor occupation group, the fourth and fifth digits indicate the broad occupation, and finally the sixth digit indicates the detailed occupation. This hierarchy is illustrated in Table 1 with the example of the detailed occupation Animal Scientists:

Table 1. The SOC Coding System.

Hierarchy level	Example SOC Codes, Titles, and Definition
Major occupation group	19-0000 Life, Physical, and Social Science Occupations
Minor occupation group	19-1000 Life Scientists
Broad occupation	19-1010 Agricultural and Food Scientists This broad occupation includes the following three detailed occupations: 19-1011 Animal Scientists 19-1012 Food Scientists and Technologists 19-1013 Soil and Plant Scientists
Detailed occupation	19-1011 Animal Scientists Conduct research in the genetics, nutrition, reproduction, growth, and development of domestic farm animals.

Current (Where the word "Grants" is mentioned):
There is not a current SOC code/group for this occupation.

Our Suggested Additions would be the following:
Major Occupation Group: 13-0000 Business and Financial Operations Occupations
Minor Occupation Group: 13-1000 Business Operations Specialists
Broad Occupation: 13-1170 Grant Professionals
Detailed Occupation: 13-1171 Grant Professionals
Research and write grant proposals, manage grant application process, manage awarded grants, handle reporting and compliance, coordinate projects, manage grantmaking programs, and develop budgets. May perform other tasks like responding to applicants' or funders' questions, developing relationships with prospective grant applicants/grantmakers, developing grantmaking guidelines and applications, or analyze grant proposals. Includes grant professionals with knowledge of the comprehensive process of overseeing all activities related to a grant. Excludes "Fundraisers" (13-1131). *Illustrative examples: Grant Writer, Grant Manager, Grant Coordinator, Grant Fundraiser, Grants Program Manager/Officer*

Major Occupation Group: 13-0000 Business and Financial Operations Occupations
Minor Occupation Group: 13-1000 Business Operations Specialists
Broad Occupation: 13-1170 Grant Professionals
Detailed Occupation: 13-1172 Grant Writer
Meticulously research potential grants, aligning opportunities with their organization's mission, and securing leadership approval before crafting persuasive proposals that detail the organization's impact and funding needs. May manage the grant application process, develop budgets, and manage grant compliance. Includes meticulous attention to detail, strong organizational, writing, and communication skills, and the ability to build and maintain positive

relationships with funders. Excludes "Fundraisers" (13-1131). *Illustrative examples: Grant Writer, Grant Proposal Developer, Grant Consultant, Grant Professional*

Major Occupation Group: 13-0000 Business and Financial Operations Occupations
Minor Occupation Group: 13-1000 Business Operations Specialists
Broad Occupation: 13-1170 Grant Professionals
Detailed Occupation: 13-1173 Grant Manager
Responsible for the strategic identification, acquisition, and management of grant funding. Ensures compliance with funder requirements, monitors project progress, maximizes the impact of grant funds, and has meticulous oversight of awarded grants. Additionally, they cultivate strong relationships with funders and provide financial stewardship. May identify and research potential funders as well as write and submit a grant proposal. *Illustrative examples: Grant Manager, Grant Professional*

Major Occupation Group: 13-0000 Business and Financial Operations Occupations
Minor Occupation Group: 13-1000 Business Operations Specialists
Broad Occupation: 13-1170 Grant Professionals
Detailed Occupation: 13-1174 Grant Coordinator
Responsible for the coordination of all grant activities for an organization that is seeking or has received grant funding, including the administrative aspect of post-award grant management. May include identifying potential funding sources, preparing grant applications, tracking deadlines, and ensuring compliance with grant requirements. Includes collaboration with program staff and financial staff to gather information, monitor grant budgets, and prepare progress reports. *Illustrative examples: Grant Coordinator, Grant Professional*

Major Occupation Group: 13-0000 Business and Financial Operations Occupations
Minor Occupation Group: 13-1000 Business Operations Specialists
Broad Occupation: 13-1170 Grant Professionals
Detailed Occupation: 13-1175 Grants Program Managers
Grants Program Managers implement and manage foundation and Federal grants and cooperative agreements and provide grants-related assistance and services. Grants are legal instruments reflecting the relationship between the grantmaker (i.e. Federal Government, state/local government, or Foundation) and a recipient when the principal purpose of the relationship is the transfer of money, property, services, or anything of value to the recipient in order to accomplish a public purpose of service or simulation authorized by Federal Statue or Foundation objectives; and Cooperative Agreement includes assistance awards in which a grant is made that anticipates substantial involvement between the executive agencies, acting for the Federal Government, and the State or local government, or the recipient during performance of the contemplated activity. *Illustrative examples: Grants Program Manager/Officer, Grant Manager, Grant Professional*