



Job Description: Bid Writer Consultant

Background: [ARK Group International](#) is focussed on supporting investment into small growing businesses (SGB) that create impact aligned with the sustainable development goals (SDG). Our model is based on three complimentary services. First, we work with businesses through a subscription service over a 12-month period to access grants for catalytic growth. Second, we work with successful grantees to become investment ready and position for private finance - to support growth beyond their grant terms. Third, we reduce information barriers for investors interested in investing in such ventures. ARK supports SGBs in Sub-Saharan Africa, and social enterprises in the UK.

Responsibilities: Bid Writer Consultants are an important part of ARK's model. They provide high-quality grant writing services for Member businesses across sectors that align with their career interests and expertise. Responsibilities include the following:

- **Lead on drafting grant applications (Primary)**
 - Bid writers are responsible for doing the heavy lifting on writing funding applications on behalf of ARK member companies for specific grant opportunities. They work closely with the ARK core team through the process to write a clear, concise, and compelling application in the given timeline.
 - Will attend at least one strategy meeting to get to know the company and support the strategic narrative building phase for the bid.
 - Required to conduct some research to better understand i) the problem that the business is solving and context, and ii) the vision of the funder; to write an effective application, which reflects both.
 - Update and finalise their application based on comments and feedback from ARK and the SGB they are writing on behalf of.

Eligibility: Each Bid Writer has their own unique skills, writing style and background, so we consider each applicant on a case-by-case basis. The general minimum eligibility criteria are the following.

- Demonstrated passion for progressing and achieving the sustainable development goals or creating social impact. Recently completed or due to complete a Master's degree in an international development or social impact related discipline.
- Ability to write clear and concise for different audiences.
- Strong relationship builder, team player, ability to think creatively, ask pertinent questions to identify problems and create innovative solutions to address them.
- Good attention to detail, willing to learn, driven by being part of creating impact.

Remuneration: Bid writers are paid based on outputs (i.e completed assignments). We are committed to work with bid writers early in their career to help progress their careers, through opportunities to build their portfolio, mentoring, and relationships with credible businesses. We therefore assign bid opportunities based on matching of SDG related interest between bid writers and member businesses. This position is ideal for existing skilled bid or grant writers who are looking to expand their portfolio, alongside entry-level bid writers who are looking for the help and guidance needed to enter the international development sector. Successful bid writers have progressed through ARK to work at organisations such BRAC, Crown Agents, FCDO, LSE, McKenzie, and United Nations.

Next steps: To apply please complete the form [here](#), or email Arnold.Asi@arkgroupint.com