




Linda Cao

LEAD GRANT WRITER

 (206) 555-3289

 linda.cao@grantworks.com

 United States, Seattle, WA

SKILLS

Grant proposal development and strategic storytelling Expert

RFP and NOFO interpretation Expert

Foundation and government funding streams Expert


Budget narrative writing and justification Expert


Logic model creation and impact metrics Expert


Prospecting tools: Instrumentl, GrantStation, Foundation Directory Expert

Collaboration with program and finance teams Expert

AWARDS

 "Top Performing Grant Writer" – Green Futures Foundation, 2022

 Outstanding Proposal Award – Puget Sound Nonprofit Conference, 2021

 UW Grant Writing Cohort Finalist – Best Prospect Strategy, 2020

LANGUAGES

- Mandarin Chinese (professional proficiency)
- Spanish (intermediate)

PROFESSIONAL SUMMARY

Award-winning Grant Writer with over \$2.7 million in secured funding for nonprofit initiatives in education, health equity, and environmental sustainability. Experienced in crafting high-impact proposals, aligning programs with funder requirements, and managing complex grant pipelines.

EXPERIENCE

September 2020 - Now

Lead Grant Writer

Green Futures Foundation / Seattle, WA

- Writes and submits successful grant applications to over 20 major funders, including the Gates Foundation, Kresge Foundation, and U.S. Department of Education.
- Leads development of logic models, KPIs, and outcome measures in partnership with program managers.
- Maintains a 100% on-time submission rate while managing a grant calendar exceeding 60 annual deadlines.
- Provides training to junior staff on grant prospecting, compliance, and funder communication best practices.

January 2020 - August 2020

Grant Writing Intern

Seattle Public Health Initiative / Seattle, WA

- Researched funding opportunities and drafted Letters of Inquiry for community-based health services.
- Assisted in preparing full grant applications, compiling attachments and documentation to ensure eligibility and compliance.
- Created funder profiles and timelines to support team forecasting and strategic grant planning.

EDUCATION

Master of Arts in English

University of Washington / Graduated: 2019

Bachelor of Arts in Political Science

University of California / Graduated: 2017

Certifications

- **Grant Writing Certificate** – University of Washington Continuum College, Issued March 2022
- **Federal Grant Compliance for Nonprofits** – Thompson Grants, Issued July 2021