



Position: Grant Writer, 25 hours per week
Program: Development Department
Supervisor: Senior Director of Development
Salary: Starting \$25.000 per hour (depending on experience)

Major Responsibilities:

- Responsible for conducting the full range of activities required to prepare, submit, and manage grant proposals to foundation, corporate, and government sources
- Responsible for researching, collecting data, and writing of each grant
- Work with department managers to compile financials and data
- Manage the proposal submission process to ensure timely submission of all required materials
- Develops and maintains a proposal calendar.
- Coordinate and follow-ups on the progress of submitted proposals
- Develops an annual grants strategy with Sr. Development Director
- Conduct prospect research to identify, cultivate and solicit new grants
- Work with finance to gather information necessary to report to funders
- Comply with all grant reporting as required by foundation/corporate donors
- Understanding of institutional history and programs
- Maintain current records, including grant tracking and reporting
- Assist with other fundraising projects as requested

Knowledge and Skills:

- Strong written communication and editing skills
- Ability to write clear, structured, articulate, and persuasive proposals
- Attention to detail
- Ability to meet deadlines
- Knowledge of fundraising information sources.
- Experience with proposal writing and institutional donors
- Knowledge of basic fundraising techniques and strategies
- Knowledge and familiarity with research techniques for fundraising prospect research
- Knowledge of Dallas area foundations and corporations
- Detail-oriented, organized, deadline-driven
- Motivated self-starter with the ability to work independently with purpose and accuracy
- Able to work well in a team environment, handle multiple assignments and meet deadlines
- Able to monitor and meet income goal

Experience/Qualifications:

- Bachelor's Degree required



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- A minimum of 2 years of experience in research and grant writing
- Demonstrated ability to write successful grant proposals
- Previous experience with non-profit fundraising
- Experience working in deadline-driven environments