Position: Grant Writer
Department/Program: Fund Development
Supervisor: Senior Director of Development and Marketing
Location: Dallas, TX 75243
Hours: Monday – Friday, 9:00 AM – 5:00 PM
Type: Full-time, 40 hours/week
Classification: Non-Exempt
Funding Status: Grant-funded position
Union Status: This position operates within a unionized environment and supports employees covered by a collective bargaining agreement (CBA). This position itself is represented and required to adhere to the terms, conditions, and procedures outlined in the applicable collective bargaining agreement.

Job Summary
Mosaic Family Services is seeking a highly motivated, detail-oriented, and experienced Grant Writer to join our Development & Marketing team. The Grant Writer will research funding opportunities, develop compelling grant proposals, coordinate submissions, and manage grant reporting for foundation, corporate, and government funders.

The Grant Writer will work closely with program leadership, Finance, Development, and organizational leadership to gather information, communicate Mosaic's impact, and develop competitive funding proposals that support the organization's programs and strategic priorities. This position will also help strengthen Mosaic's institutional funding pipeline by identifying and researching new funding opportunities and cultivating relationships with prospective funders.

The ideal candidate is an excellent writer and storyteller who can translate complex program information and data into clear, persuasive proposals and reports. The candidate should be highly organized, able to meet multiple deadlines simultaneously, and comfortable working independently while collaborating across departments.

Essential Functions and Responsibilities
Grant Development & Writing
- Manages the full grant development process for foundation, corporate, and government funding opportunities, from prospect research through proposal submission and reporting.
- Manages an average monthly workload of 10–15 grant submissions, adjusting priorities and workload based on the complexity, funding requirements, and deadlines associated with each opportunity.
- Researches, identifies, and evaluates prospective funders whose priorities align with Mosaic Family Services' mission, programs, and strategic goals.
- Develops compelling and persuasive grant proposals, letters of inquiry, concept papers, applications, budgets, and other funding requests.
- Conducts research and gathers programmatic, demographic, financial, and outcomes data necessary to develop strong proposals.
- Translates complex program information and organizational data into clear, compelling narratives that demonstrate Mosaic's impact.
- Works closely with program managers and department leaders to develop program descriptions, goals, objectives, outcomes, and evaluation measures for proposals.
- Collaborates with Finance to develop and verify grant budgets and obtain required financial information.

Grant Management & Reporting
- Manages the proposal submission process and ensures all applications, attachments, signatures, and supporting materials are complete and submitted by required deadlines.

- Develops and maintains an annual grant proposal and reporting calendar.
- Monitors submitted proposals and follow up with funders regarding application status, additional information requests, and funding decisions.
- Prepares timely and accurate interim and final grant reports in accordance with funder requirements.
- Coordinates with Finance and program staff to collect information and documentation required for grant reporting.
- Maintains accurate and up-to-date grant records, including proposal status, funding amounts, deadlines, reporting requirements, funder contacts, and grant history.
- Monitors grant deliverables and reporting requirements to ensure compliance with funder expectations.

Prospect Research & Strategy

- Conducts ongoing prospect research to identify new foundation, corporate, and government funding opportunities.
- Maintains and strengthens Mosaic's institutional donor pipeline through research, qualification, and tracking of prospective funders.
- Develops an annual grants strategy in collaboration with the Senior Director of Development & Marketing.
- Monitors funding trends, community needs, and changes in funder priorities to identify emerging opportunities.
- Maintains current knowledge of Mosaic's programs, services, organizational history, strategic priorities, and impact.
- Monitors grant activity and contributes to institutional fundraising revenue goals.

Collaboration & Stewardship

- Builds effective working relationships with program staff, Finance, Development, and organizational leadership.
- Supports funder stewardship through impact updates, site visits, funder communications, and other engagement opportunities.
- Ensures proposals and reports accurately reflect Mosaic's programs, services, outcomes, and impact.
- Assists with other Development & Marketing projects and fundraising initiatives as needed.

Qualifications and Skills

Required

- Bachelor's degree in English, Communications, Journalism, Nonprofit Management, Public Administration, or a related field required.
- **Minimum of 3 years of professional experience in grant writing, institutional fundraising, nonprofit development, or a related field.**
- Demonstrated ability to write clear, structured, compelling, and persuasive grant proposals.
- Demonstrated experience developing and submitting competitive grant proposals.
- Experience researching foundation, corporate, and/or government funding opportunities.
- Previous experience working in nonprofit fundraising or development.
- Excellent written communication, editing, proofreading, and storytelling skills.
- Strong research and analytical skills, including the ability to identify and evaluate funding opportunities.
- Excellent attention to detail and commitment to accuracy.
- Strong organizational and project management skills.
- Ability to manage multiple assignments, projects, and deadlines simultaneously.
- Ability to work independently, take initiative, and follow projects through to completion.
- Strong interpersonal and communication skills and the ability to collaborate effectively across departments.
- Knowledge of nonprofit fundraising principles, institutional giving, and grant development practices.
- Familiarity with foundation, corporate, and government funding sources and prospect research tools.
- Ability to understand program data and translate it into compelling funding narratives.
- Ability to monitor grant activity and contribute to fundraising and revenue goals.
- Proficiency with Microsoft Office, Google Workspace, and nonprofit databases or grant management systems.
- Commitment to Mosaic Family Services' mission and the communities we serve.

Preferred

- Experience preparing grant reports and managing multiple deadlines.
- Experience with nonprofit CRM or grant management systems.
- Familiarity with the Dallas/Fort Worth philanthropic community including Dallas-area foundations and corporations.
- Experience working with organizations serving survivors of family violence, human trafficking, refugees, immigrants, or other vulnerable populations is a plus.

Core Competencies

- Commitment to Mosaic's mission and values
- Strong, clear, and concise written and communication skills
- Strong analytical and critical thinking skills
- Strong project management skills and organizational skills
- Adherence to confidentiality, ethical standards and judgment
- Research and fund development
- Relationship management

Work Environment

- Primarily office-based work environment with shared space
- Prolonged work in front of a computer at a desk
- Collaborative work in a unionized work environment

Salary & Benefits: $55,000.00 annually

- Health Insurance (employer supplemented)
- Life and AD&D insurance (employer paid)
- Dental, vision, and supplemental insurance options
- Paid Time Off, Holidays, and Parental Leave
- Retirement matching
- Employee Assistance Plan (EAP)
- Employee discount program

About Mosaic Family Services

We support, educate, and empower the multicultural individuals and families of North Texas. We are dedicated to serving survivors of human rights abuses from around the world and within our community. We create access to opportunities for our clients, empowering them toward independence. We hope to equip future leaders with the skills to impact their own diverse communities for a stronger, more vibrant North Texas. We believe dignity is a human right. We believe that freedom is a human right. We believe that justice is a human right.

Mosaic Family Services is an Equal Opportunity Employer. We are committed to providing equal employment opportunities to all employees and applicants and do not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, veteran status, marital status, or any other characteristic protected by applicable federal, state, or local laws.

To apply for this position, please send a cover letter and resume to hr@mosaicservices.org.