

Job Title	Grant Writer
Employer/ Agency	Alliance of Community Assistance Ministries
Job Description	<p>Under the direction of the Resource and Program Development Director (RPDD), the Grant Writer will maintain between 30-50 active relationships and manage a grant portfolio that requires the submission of 35-40 proposals a year and requisite reports. The ideal candidate will have successful experience writing private, corporate and government proposals and reports, and effectively managing a development calendar.</p> <ul style="list-style-type: none"> • Research and identify grant prospects at the state and national level. • Determines proposal concept by identifying and clarifying opportunities and needs, studying requests for proposal (RFPs), attending strategy meetings, participating in relevant staff meetings, and developing a strong understanding of the organization’s work, programs, priorities, innovations, history, mission, and results. • Maintains grant deadlines and program tracker and enters relevant information into the organization’s database. Meets proposal deadlines by establishing priorities and target dates for information and shares information with the development team. Coordinates requirements with various program staff and contributes proposal status information. • Has excellent interpersonal skills with a demonstrated history of appropriately handling communication with high-net worth donors and/or foundation representatives. • Drafts, revises, and produces high-quality proposals and reports for multiple stakeholders by using templates and following proposal-writing standards including readability, consistency, and tone. Assembles information including project nature, objectives/outcomes/deliverables, implementation, methods, timetable, staffing, budget, standards of performance, and evaluation. Presents proposals in creative or required formats. Obtains approvals by reviewing proposals with key stakeholders, including various program and executive-level staff within the organization. • Drafts content related to grant partners for general external communications such as newsletter articles, blog posts, and social media content. • Assists with database management; is capable of pulling reports to meet various funder queries. • Prepares presentations for current and prospective partners using text, graphics, videos and other imagery. • Produces positive proposal-writing outcomes by evaluating and re-designing processes, approach, coordination, and templates. • Accomplishes organizational goals by accepting ownership, working with a team, and exploring opportunities to add value to the organization. • Assists with preparation of the annual mailing campaign, annual impact reports and fundraising events. • Other duties as assigned
Qualifications	<ul style="list-style-type: none"> • REQUIRED: 3-5 years of relevant experience grant and report writing prospect research, general fundraising or comparable and transferable skills acquired in a

	professional setting • REQUIRED: bachelor's degree preferred in Communications, Journalism, Media, Non-Profit Management, or related field • Experience in a human services setting is a plus.
Salary/Hours	• \$55,000.00 - \$65,000.00 per year • Medical, dental, and vision plans; SEP-IRA retirement plan after six months. Paid holidays and PTO.
City, State, Zip	Houston, TX
Contact Person	Azalea Kitchen
Email Address	akitchen@acamweb.org
Application Method	To apply, email your resume, cover letter, and two writing samples to Azalea Kitchen, Network Performance Coordinator, at akitchen@acamweb.org
Opening Date	Immediately

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.