



Grant Writer

The Grant Writer is responsible for researching, writing, and coordinating the grant application process. This position will manage proposals and maintain the donor database.

This is a full-time position that reports directly to the Director of Development

Education/Experience

Bachelor's Degree required

A minimum of 2 years of experience in research and grant writing; nonprofit experience a plus

Qualifications:

1. Demonstrated ability to write successful grant proposals
2. Knowledge of Foundation Center and Houston area foundations and corporations
3. Detail-oriented, organized, deadline-driven
4. Clear, precise, and compelling writing skills
5. Able to effectively communicate
6. Motivated self-starter with the ability to work independently with purpose and accuracy in a fast-paced environment
7. High proficiency in all areas of Microsoft Office to include Outlook, Word, Excel, and PowerPoint

Responsibilities:

1. Investigate and identify prospective funding sources through colleagues, directories, databases, and internet research
2. Research and initiate relationships with new prospective funders
3. Develop an annual grants strategy
4. Write letters of inquiry and solicitations
5. Match prospective funding sources with organizational priorities
6. Prepare and submit applications for Foundation, Corporate, Faith-Based, and Government Funders
7. Draft compelling grant proposal narratives for general operating and restricted project grants
8. Work with Director of Partnerships and the Director of Finance to prepare project budgets that meet funder guidelines
9. Work cross-departmentally to assemble and submit applications by due date
10. Verify that proposals have been received and that appropriate follow-up has occurred
11. Maintain grant calendar and track submissions and results and grant reporting due dates
12. Work with the Director of Programs to ensure grant-funded projects are on-track and that obligations are fulfilled within the terms of the grant agreement
13. Prepare and submit reports for funders according to contractual obligations
14. Work with the Director of Finance to prepare financial reports according to funder guidelines
15. Assemble and submit reports by due date
16. Ensure hard files and donor records are accurate and up to date with recent correspondence and submissions
17. Assist with stewardship and fulfillment on an as needed basis
18. Cultivate relationships with foundation representatives and current donors to ensure foundation giving

19. Perform other duties as assigned by the Director of Development

UAHT is an equal opportunity employer and provides benefits to qualified employees. Normal business hours are Monday through Friday 9:00 AM – 5:00 PM

To apply for this position, please send a resume and cover letter to hr@uaht.org. To learn more about the organization, visit www.uaht.org.