

Grant Writer, Part-Time

CHILDREN AT RISK - Texas

A critical member of a dynamic, statewide development team, the Grant Writer will work closely with the Director of Development and other team members to help meet the development goals of the organization, specifically in the areas of Foundation, Corporate, and Government grants. The Grant Writer will have the opportunity to learn from an experienced and driven team of fundraising professionals and work on the essentials of non-profit development work. This is a unique position that will enable the selected candidate to understand the day-to-day operations of a successful, macro-level non-profit organization. This position will focus on supporting grant prospect research and writing, and grant report writing, among other activities.

Key responsibilities include:

- Study and understand organization goals, programs, and financial needs.
- Research grant opportunities from Foundation, Corporate, and Government entities.
- Determine proposal concept by studying requests for proposals (RFP), attending grants information sessions, studying past funding patterns including reviewing 990s, clarifying organization needs and opportunities with Grants team, and attending weekly grant strategy meetings.
- Draft and update grant proposals and supporting documents based on the RFP requirements, funding requirements of the organization, and feedback from grants team and program directors.
- Meet proposal deadlines by establishing priorities and target dates for grant research, writing, review, approval, and submission deadlines.
- Respond to internal and external queries on drafted and submitted proposals.
- For approved proposals, track grant reporting deadlines and work with programs team and grants team to prepare and submit grant reports in a timely manner.
- Work closely with the DonorPerfect database to maintain and update donor records in a timely manner.

Preferred Qualifications

- Prior grant writing experience is preferred, but not required.
- BA/BS is preferred, but not required.
- Ability to work independently/as a self-starter, as well as a team member.
- A strong desire to learn about grant writing, reporting, and fundraising.
- Comfortable with databases, updating and running reports, etc. However, knowledge of DonorPerfect is not required.
- Strong written and verbal communication skills for both internal and external audiences.
- Project management experience with a strong ability to prioritize multiple tasks.
- Strong attention to detail and a commitment to maintaining accurate, confidential donor records.
- A strong work ethic, ability to work well with others, and a zeal for relationship building are all considered a plus for this position.

Status:

- Part-Time, Permanent.
- This position is part-time, with an option for in-person or remote. Flexible work and remote schedule are negotiable.
- Compensation: The position pays an hourly rate of \$25-\$30 based on experience. Target start date is September 2022.

CHILDREN AT RISK is a research and advocacy nonprofit dedicated to improving the quality of life of children through research, public policy analysis, community education, and collaboration. Our focus is on the whole child with significant work in strengthening public education, increasing access to and use of federally funded meal programs, work in early education, immigration and ending child trafficking. We are the leading source of accurate information on children's issues and an advocate and catalyst for change concerning the needs of all children.

Interested candidates should submit a letter of application, resume, and a list of three references via e-mail to Charanya Ravikumar, Director of Development, at cravikumar@childrenatrisk.org. Please include the words "Grant Writer" and Your First and Last Name in the subject line. The application deadline is rolling with applications being reviewed upon receipt. We strongly seek candidates that believe in our mission and represent the diverse community and children that we serve. CHILDREN AT RISK receives a high volume of resumes and reviews every candidate closely. As such, candidates will only be contacted if they are selected for an interview.

CHILDREN AT RISK is an equal opportunity employer and does not discriminate against individuals on the basis of sex, gender identity, sexual orientation, age, disability, veteran status, religion, ancestry, color, race, ethnicity or creed.