

The Salvation Army, an internationally recognized non-profit, faith-based organization, has an opening for a **Grants Writer** for the Houston Area Command, located in Houston, Texas.

Please apply for the job: <https://salvationarmyhouston.org/houston/careers>

Salary Range: \$23.43 - \$35.15, depending upon experience.

Job Summary

Prepares and submits public/private foundation grant proposals and ensures compliance for such; researches and identifies private and corporate foundation opportunities and evaluates appropriateness for organization; assists in developing grant proposals and assists in managing the grant development process to develop funds that will sustain and expand the program and administrative needs; assembles all pertinent grant material packages for final submission; ensures overall accuracy and quality of all grant contract documents leaving the organization; develops and maintains thorough knowledge of The Salvation Army contracts with donors; works with the Director of Development to coordinate the completion and submission of required follow-up reports, and updates and maintains the grants

Knowledge, Skills, and Abilities

Knowledge of the principles and practices of grant administration and grant writing skills. Ability to read and understand complex application documents. Ability to prepare and maintain reports in an accurate, complete and timely manner. Ability to work independently and with limited supervision. Ability to present a positive and professional image of The Salvation Army. Ability to maintain security of confidential records and information. Knowledge of Excel and MS Office software applications. Must have strong oral, written and interpersonal communication skills. Ability to pay attention to detail and ensure compliance with complex reporting and agreement specifics. Ability to plan, organize and prioritize work in order to accomplish work in compliance with quality standards and deadlines.

Education and Experience

Bachelor's Degree from an accredited college or university in journalism, communications, human services, social services, or an appropriate field, And Three years related work experience in successful grant writing or applicable field, or Any equivalent combination of training and experience that provides the required knowledge, skills and abilities. **Certifications:** Valid State Drivers License

Physical Requirements/Working Conditions

Ability to meet attendance requirements. Ability to read, write and communicate the English language effectively. Ability to work under the pressure of deadlines and time constraints. Ability to conduct all duties in accordance with the ministry of the organization and its Christian principles; conduct all communications and job duties with the highest level of professionalism. Ability to travel to various locations in order to participate in meetings at Corps/Social Service Centers, community meetings, conferences, etc. Duties are usually performed seated. Sitting may be relieved by brief or occasional periods of standing or walking. Limited amount of physical effort required associated with walking, standing, lifting, and carrying light objects (less than 25 lbs.) 5-10% of work time. **Working Conditions:** Work is usually performed in a normal office environment where there are little or no physical discomforts associated with changes in weather or discomforts associated with noise, dust, dirt, and the like, but not limited to the office environment.

Additional Comments:

All employees recognize The Salvation Army is a church and agree that they will do nothing as an employee of The Salvation Army to undermine its religious mission.

To apply, please select the "Apply Now" icon at the bottom of this posting.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, or protected veteran status and will not be discriminated against on the basis of disability.

Equal Opportunity Employer Minorities/Women/Veterans/Disabled