

Grant Writer

Full Time Regular, Professional

Houston, TX, US

Requisition ID: 1262

About the Organization

Interfaith Ministries (IM) for Greater Houston is an inclusive connector of people, faith communities and resources in our nation's most diverse city, sustaining healthy and respectful lives for vulnerable populations and promoting interfaith relations and volunteerism.

IM provides four areas of service to the greater Houston community including: Meals on Wheels, Refugee Services, Interfaith Relations and Community Partnerships, and Volunteerism and Civic Service. Each of these programs serve different communities but all are based on our shared beliefs and aspirations of building a more respectful, connected, and caring society.

Service is at the core of what we do at Interfaith Ministries. Through empathy and resilience, our employees help provide support to our community through programming and meaningful connection.

About the Role

The Grants Writer is an integral member of the Development Department and is responsible for proactively identifying and researching government, corporate, foundation, and congregational grant opportunities. The ideal candidate will enjoy cultivating relationships with new and existing grantors and will be a strategic contributor who will serve as a partner to our internal departments. This role will use your creativity, initiative, organizational skills, and focus on accountability to take our grants program to a new level.

Main Responsibilities

- Explore government corporate, foundation, and congregational funding opportunities that align with program goals and objectives
- Conduct research in support of program needs
- Write a high volume of public and private grants in an accurate and timely manner, allowing time for grants to go through the review process prior to final submission
- Coordinate grant reporting process, ensuring that all deadlines are met

- Draft inquiry letters, applications, proposals, and required reporting information
- Collaborate across departments to collect and synthesize needed content for grant applications and reports, in a timely and respectful manner
- Initiate and create new content for grants and conduct independent research needed to complete applications and build a case strong for support
- Manage grants calendar with application and reporting deadlines
- Participate as a key member of the Development Team, including assisting with Development and agency events. Some weekend and evening work on occasion

Qualifications, Skills & Experience

- Bachelor's Degree in marketing, communications, or related field is required
- 3 years of experience and proven track record in grant writing and research is required
- Proficiency in Microsoft Office (Word, Teams, Outlook, Excel) is required. Knowledge of Raiser's Edge Donor Software is a plus
- Demonstrated ability to manage multiple projects under tight deadlines, in collaboration with others
- Excellent communication and customer service skills (written and verbal)
- Strong presentation skills (public speaking, representing IM in the community)
- Excellent organizational skills. Ability to plan and organize multiple tasks, handle detailed work, and meet deadlines
- Comfortable working with and addressing culturally and ethnically diverse staff, volunteers, funders, and community groups
- Reliable transportation, valid driver's license, vehicle registration, inspection and liability insurance, as required by law
- Available to work weekends and evenings, when necessary, to meet critical deadlines

We are an equal opportunity employer. All applicants will be considered for employment without attention to race, age, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

Salary Range: \$50,000-60,000

Apply online:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=341c55ec-cf2d-4989-adac-e8c10cf01b1e&cclid=19000101_000001&type=MP&lang=en_US&selectedMenuKey=CURRENTOpenings

