



JOB TITLE:

Grant Writer

DIVISION:

Workforce Advancement

REPORTS TO:

Director of Grants

COMPANY:

Established in 1958, Goodwill Central Texas is a non-profit organization that has transformed thousands of lives through the power of work. We are the leader in workforce development, one of the largest employers in our region, and a cornerstone of the community. Our mission is funded through our donation-driven retail stores, comprehensive business and staffing solutions, and generous community support. Our ten-year vision is to transform the lives of 100,000 Central Texans through work.

Work. Empower. Transform.

Join the team whose work empowers people to transform their lives.

POSITION SUMMARY:

The Grant Writer is responsible for researching and writing funding proposals for multiple sources. The Grant Writer works closely with Workforce Advancement, Excel Center, Community Engagement, and other professionals internally to coordinate proposal development.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Performs prospect research on foundations and corporations to evaluate prospects for corporate and foundation grants.
2. Develops and writes proposals/grants to secure funding from foundations, corporations, and government funding sources that align with Goodwill's mission, values, capabilities, and strategic plan, working closely with Workforce Advancement, Excel Center, and other Goodwill divisions. Key elements of proposals include narrative, budget, logic models, letters of commitment, and any other required documentation.
3. Cultivates relationships and represents organization to current and potential funders and partners in a compelling, articulate manner that results in philanthropic investments.
4. Engages in stewardship for current funders, working closely with the Grants Administration, Excel Center, Workforce Advancement, and other teams to compile reports and provide updates to grantors.
5. Maintains current records on network and in Raiser's Edge database, including grant tracking and reporting.
6. Participates in and contributes to community collaborations and inter-agency discussions in the course of program development.
7. Maintains positive, team-oriented relationship. Assists and shares knowledge and information with other employees as needed.

SUPERVISORY RESPONSIBILITY: This position has no supervisory responsibilities.

REQUIRED QUALIFICATIONS:

1. BA or BS degree in related field required.
2. Three years related experience in grant writing/proposal development with demonstrated success.
3. Three years related experience in grant reporting.
4. Excellent oral and written communication skills.
5. Demonstrated track record of grant award success.
6. Ability to use Windows based computer applications.
7. TDL, good driving record, liability insurance, vehicle in good working condition to travel on work related business.

PREFERRED QUALIFICATIONS:

1. Master's Degree in related field.
2. Five years of grant writing experience with demonstrated success.
3. GPC or related certification.
4. Raisers Edge proficiency.

Please ensure that your resume and/or application reflect a history consistent with the duties and requirements desired for this position.

We are proud to be an EEO/AA employer minority/female/disability/vet. We maintain a drug-free workplace and perform pre-employment substance abuse testing.

By signing below, I acknowledge that I have received a copy of this job description for "Grant Writer". I further acknowledge that I am able to perform the essential duties and responsibilities of the position with or without reasonable accommodations.

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Please complete an online application at www.goodwillcentraltexas.org.