



## Job Posting

### Grant Writer

Meals on Wheels Central Texas is looking for a full-time Grant Writer. The Grant writer is responsible for researching, identifying, and writing grants to support the organization's strategic and operational goals. This position also collects, analyzes and reports data in support of programs and other needs as defined by MOWCTX. The Grant Writer also researches current and prospective donors to determine their giving history, proclivity, capability, and other information as needed for the Development team. The Development team consists of eight dedicated MOWCTX employees including another full-time grant writer. Full-time + benefits.

Meals on Wheels Central Texas seeks to nourish and enrich the lives of the homebound and other people in need through programs that promote dignity and independent living. MOWCTX is one of the largest meal-delivery organizations in the state, distributing 3,000 meals each business day to homebound older adults and people with disabilities. Part of the Austin area community since 1972, MOWCTX believes in holistic case management and also offers many other services to our clients in addition to meal delivery.

All qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, gender, sexual orientation, gender identity or expression, genetic information, disability, veteran status, sex or age or any other legally protected status.

### Skills/Requirements

College graduate or equivalent with one to three years proven work experience at successful writing and/or submittal of grant applications and requests

Coursework or training in grant proposal, business, or technical writing and/or has experience with meeting all guidelines required by granting sources and individuals

Outstanding verbal and written communication skills, able to write for a wide variety of audiences

Demonstrates in-depth knowledge of application requirements of corporate, foundation, government, individual donors, and other programs

Able to follow precise and complex application guidelines and meet strict deadlines

Able to interact professionally and pleasantly with donors, volunteers, and staff

Able to prioritize and effectively deal with quickly changing priorities and tasks

Apply at: <http://jobs.mealsonwheelscentraltexas.org/>  
Internal applicants please see Human Resources.