



Grant Writer

Austin Bat Cave is a creative community. Our writing programs empower students to find their voices and tell their stories. With our workshops and other programs, we seek to strengthen each student's power to express ideas effectively, creatively, confidently, and in their individual voice. We connect a diverse population of young writers and learners with a vibrant community of adult volunteers and teaching artists in Austin.

Austin Bat Cave seeks a 10-15 hour a week Grant Writer to research and apply for relevant funding opportunities and to complete the required reporting after funds are awarded. This position will report to our Development team and Executive Director. This position pays \$25 to \$30 an hour. Virtual applicants are welcome but Austin-based applicants are preferred.

Our organization seeks a highly motivated individual who believes in our mission and possesses the ability and skills to communicate this vision in a compelling and coherent manner to an audience of current and potential funders.

The Grant Writer will be expected to pursue grants from government and private foundation sources. Austin Bat Cave has a long history of securing grant funding and we will train the grant writer on our programs history, style guide, and our previous funders.

In 2023, our goal is to raise \$250,000 in grants. We anticipate half of this amount to come from previous funders and the rest to be secured from new sources.

The ideal candidate will:

- Have experience writing multiple types of grants for private and public funds in the "voice" of the organization,
- Work with our Executive Director and Programs team to understand our history, work, and impact,
- Be familiar with grant databases and other sources,
- Have experience with grant reporting and accounting,

- Be comfortable with fundraising and donor software, such as Little Green Light, Stripe, etc

The ideal candidate will share our commitment to educating a racially and socioeconomically diverse student population. Austin Bat Cave is an equal opportunity employer committed to achieving a diverse and inclusive workforce. People of color are strongly encouraged to apply. Austin Bat Cave does not discriminate on the basis of race, ethnicity, age, religion, sexual orientation, political orientation, disability, veteran status, or gender identity or expression.

How to Apply:

Please send resume, cover letter, and references to info@austinbatcave.org.