

# Job Description: Contract Grant Writer

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## About NAMI Central Texas

NAMI Central Texas—the local affiliate of the National Alliance on Mental Illness—is dedicated to improving the lives of all individuals affected by mental illness through education, support, and advocacy programs.

## About the Grant Writer Role

As a critical NAMI Central Texas Development and Communications Team member, the NAMI Central Texas Grant Writer will report directly to and work closely with the Chief Development & Communications Officer (CDCO). The Grant Writer will research and validate grant opportunities and work with the CDCO and Executive Director to create an annual grants plan/calendar, process, and protocols. The Grant Writer will then, in accordance with the established grants plan, process, and protocols, facilitate the cultivation of grant prospects, write, edit, finalize, submit, and track letters of inquiry, grants, and grants reports in a timely and accurate manner.

## Responsibilities

- Submit 4–6 grants per month
- Raise \$200,000 in grant funding in 2024
- Collaborate with the Development and Communications Team to clarify NAMI Central Texas' current funding priorities, conduct research to identify potential grant opportunities, and develop a grants plan and proposals aligned with the established grants plan.
- Manage the entire lifecycle of grants, including research, facilitating prospect cultivation, writing, and submitting grant proposals and reports (including working with the NAMI Central Texas financial team to prepare financial reports for grant funders, detailing the use of funds and outcomes achieved)
- Donor and prospect pipeline data management and analysis via CRM (cleaning/updating database re: correct information, email addresses, contact touch points, etc.) and effective use of other cross-functional technology tools
- Introduce CDCO & Executive Director to funding organizations and donors.
- Mentor the NAMI Central Texas Junior Grant Writer
- Stay up to date on fund development/grants writing industry trends
- *Please Note: This is a hybrid office/remote role. Office hours are based on the needs of serving the community, including occasional evenings and weekends. As position descriptions cannot be exhaustive, the position holder may be required to undertake other duties broadly in line with the above key responsibilities.*

## Requirements

- Bachelor's degree in a related field (e.g., business administration, nonprofit management)
- Minimum of 2-4 years of proven experience in grants writing and management, preferably in nonprofits in the Austin area market
- Strong writing skills with the ability to effectively communicate complex information in a clear and concise manner
- Proficiency in using databases and other software tools for research, data analysis, and report writing (Word, Acrobat, Excel, PowerPoint, and grants research engines)
- Proficiency in project management & cross-team collaboration to execute project/team goals. (Asana)
- Knowledge of fundraising principles and strategies
- Excellent research skills to identify potential funding sources and gather relevant information
- Experience in financial report writing and budget management for grants
- Strategic planning skills to align grant activities with organizational objectives
- Ability to manage multiple projects simultaneously and meet deadlines
- Attention to detail and solid proofreading abilities to ensure accuracy in grant proposals and reports
- Self-starter with the ability to take initiative, meet deadlines, prioritize assignments, and manage multiple tasks simultaneously with clarity, seeking help and offering solutions.

## Compensation & Benefits

- \$3000.00 per month, depending on experience and qualifications
- Grant Writer is responsible for their taxes and insurance.
- Hybrid Work Environment