

Job Title:	Public Grants and Contracts Writer
Department:	Development
Reports To:	Grants Manager
FLSA Status:	Contract/ Hourly / Non-Exempt
Salary:	To be paid at a negotiated hourly rate, not to exceed \$50,000 annually

Caritas of Austin Values

Respect

We believe in the inherent dignity of all people, and we celebrate every person's uniqueness and contributions to our work.

Equity

We are committed to fairness and impartiality in the way we provide services and opportunities for service.

Commitment

We are resolute in our mission to build wellbeing and end homelessness for the people we serve.

Excellence

We have high standards for every aspect of our work, continuously raising the bar to provide the best experience and outcomes for everyone we serve.

Innovation

We are leaders in meeting the most pressing needs of the Austin community, continually learning and improving to affect positive change.

Position Summary

The contracted Public Grant and Contracts Writer will be responsible for developing and submitting proposals in response to public Requests for Proposals (RFPs) from government entities, including city, county, state, and national opportunities. The primary focus of this role is to evaluate appropriate opportunities identified by the Grants Manager and/or Executive staff, develop a strategic approach in conjunction with relevant program and Executive staff, compose or collect compelling narrative when necessary, collect and maintain all relevant supporting documentation, and submit proposal packets in a timely fashion.

The successful candidate for this position is excited by the challenges of public grant writing, non-profit fundraising, multi-tasking, seeking new granting opportunities and cultivating

existing grantor relationships. Further, this position requires extreme attention to detail, superb command of written language, efficient time management skills, and the ability to work in a fast-paced environment. Must accurately complete assignments and special projects, be adept at working with numbers, effectively communicate ideas, problem-solve, undertake challenges with enthusiasm and dedication, and work optimally under pressure and deadlines with moderate supervision.

This position is offered on a contracted basis, depending on the needs of the Grants team as well as the release of public opportunities. Once hired, this person will interact with the Grants Manager, Deputy Directors, Finance team, and Executive staff.

Essential Duties & Responsibilities

GENERAL GRANTS DUTIES:

- Assesses and communicates staffing and resource needs, as well as reporting and spending requirements, for each public opportunity to Grants Manager, relevant Program Manager, and Deputy Director
- Works closely with relevant Program Manager to craft compelling narrative (as needed) and reasonable outputs and outcomes for each public application
- Compiles, writes, and edits all public grant applications, in coordination with appropriate Program Manager and/or Grant Manager, exhibiting superior writing skills and a high-level command of grammar and spelling.
- Uses effective project management techniques to facilitate a seamless application process for each opportunity, including maintaining an internal calendar of all deadlines and delegating responsibilities as appropriate
- Provides appropriate grant summary reports to Grant Manger, Program Managers, Deputy Directors, Chief Financial Officer, CEO and Chief Development Officer.
- Tracks information on current and prospective public funding sources, including funder guidelines, proposal and report deadlines and names of trustees, officers and key decision makers.
- Identifies, researches and provides expertise and guidance on public grant funding sources and communicates those opportunities to Grants Manager.
- Ability to work on special projects at the discretion of the Grants Manager and/or Chief Development Officer.

Qualifications

Education

- Bachelor's degree required, preferable in English, Business, Psychology, Social Work, or related field.

Experience

- Minimum 3-4 years of experience writing and securing public/government grants.
- Experience in nonprofit sector or government grant making institution required (contract or FTE).
- Knowledge of common supporting documentation required with public proposals (financial/tax documents, administrative and insurance forms, certificates and licenses, etc.)

Additional Requirements

- Previous examples of grant awards from which the applicant has successfully obtained funding (provide specific examples of programs, foundation/government agencies, amounts, and purposes of grants).
- A minimum of three writing samples- please remove or redact any specific or confidential information, as needed.

Competencies

- **Job Knowledge/Technical Knowledge:** Demonstrates a sound working knowledge of current role and the technical systems, applications and equipment used in performing this role, and understands the impact this role has on other business functions within the organization.
- **Communication:** The ability to write and speak effectively using appropriate convention based on the situation; actively listens to others, asks questions to verify understanding, and uses tact and consideration when delivering feedback to others.
- **Organization:** Uses time efficiently by prioritizing and planning work activities.
- **Integrity and Respect:** Demonstrates upmost level of integrity in all instances, and shows respect towards others and towards company principles.
- **Judgment:** Demonstrates ability to make independent and sound decisions in all situations.
- **Teamwork:** Shares key information with others involved in a project or effort, works in harmony to accomplish objectives, responds with enthusiasm to directives, and shows support for departmental and organizational decisions.
- **Quality:** Sets high standards and measures of excellence to ensure quality assurance in every aspect of work performed.
- **Accountability:** Takes personal responsibility and ownership for adhering to all company policies and procedures while also completing work timely and in accordance with performance expectations.
- **Customer Service:** The ability to demonstrate a series of activities designed to enhance the level of customer satisfaction.
- **Interpersonal Communication:** Writes and speaks effectively based on the psychological, relational, situation, environmental and cultural dynamics within the situation.

- **Manages Change:** Demonstrates effectiveness and flexibility with changing environments, responsibilities, tasks, and people.
- **Attention to Detail:** Follows detailed procedures to ensure accuracy in the entry and reporting of data.
- **Problem Solving:** Identifies and resolves issues timely by gathering and analyzing information skillfully.

Physical Demands

- Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow or slippery surface.
- Substantial movements (motion) of the wrist, hands, and/or fingers in a repetitive manner.
- Uses personal computer approximately 6-7 hours per day.
- Uses telephone and email to communicate with clients and other professionals, approximately 2-4 hours per day.
- Sits approximately 6-7 hours per day.
- Exerting up to 20 pounds of force occasionally to lift, carry, pull, or otherwise move objects.
- Bending, stooping and reaching several times through a shift.
- Must be able to see clearly with or without corrected vision.
- Ability to drive to and from client locations, this may involve sitting for extended periods of time.
- Manual dexterity sufficient to reach/handle items and work with the fingers.
- Close vision (clear vision at 20 inches or less); distance vision (clear vision at 20 feet or more); color vision (ability to identify and distinguish colors).

Work Environment

- Remote (95%), with exception of in-person meetings, events, and other special exceptions

Work Hours/Schedule

- Scheduled on a week-to-week basis to be arranged between both parties mutually
 - Not to exceed 15 hours per week

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