



## Job Posting

### Contracts and Grants Specialist

Meals on Wheels Central Texas is searching for a Contracts and Grants Specialist who is ready to make a difference in the lives of central Texans. The Contracts and Grants Specialist will perform extensive and highly skilled government contract grant development and coordination, including the preparation of application and reporting materials. This position will assist in the development of non-government grant applications in conjunction with other Development staff. The Contracts and Grants Specialist will be presenting professional and highly advanced presentations, budgets and reports to stakeholders, the executive team and funding sources. This position works closely with the Finance and Accounting department, with limited supervision and extensive latitude for initiative and judgment. The Development team consists of eight dedicated MOWCTX employees including another full-time grant writer.

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 two years' proven work experience in government contract development, reporting, budgeting and evaluation

Two years' 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 and presentation skills; able to write and present 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 and demonstrate cultural competence (awareness, attitudes, knowledge, willingness and skill to work effectively with diverse internal and external populations)



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

Intermediate experience in Microsoft Office products and prior demonstrated experience with large databases such as Salesforce, Access, etc.

Prefer prior experience or ability to learn the City of Austin's Partner Grants portal

Apply at: <http://jobs.mealsonwheelscentraltexas.org/>