

Senior Grant Writer for Public Funding

Location: In-person / CIST Administrative Office / Austin, Texas

Employment Type: Full-Time, Exempt

Reports to: Director of Grants

Supervises: May supervise AmeriCorps or VISTA members interns and/or volunteers.

Starting Salary: \$5,833.34/month (contingent on experience)

Please include a cover letter with your application

About Communities In Schools

Rooted in community for over 40 years, **Communities In Schools of Central Texas (CISCT)** is a sophisticated 501(c)(3) nonprofit organization in Austin, Texas. **Communities In Schools (CIS)** is a national organization that ensures every student has what they need to realize their full potential in school and beyond. At CISCT, our mission is simple: surround students with a community of support, empowering them to stay in school and achieve in life. We are a nearly \$24 million organization serving tens of thousands of students annually across Central Texas.

Position Summary

The **Senior Grant Writer for Public Funding** is a senior writing-forward role responsible for leading pre-award public funding strategy and serving as a primary proposal writer for complex and high-impact government grants. This position works in close partnership with the Director of Grants, who remains a significant contributor to proposal writing, particularly for the organization's largest and most strategic opportunities.

The Senior Grant Writer for Public Funding brings deep technical expertise in public funding, leads public grant prospecting and research, and drafts and coordinates competitive proposals aligned with CISCT's strategic priorities. While this role contributes to grant strategy and provides thought leadership in the public funding space, it remains a hands-on, writing-forward position with opportunities for leadership through complex project ownership and cross-functional collaboration. The Senior Grant Writer for Public

Funding should bring demonstrated success in securing large-scale grants (over \$500,000), including leading end-to-end proposal development. The role requires the ability to manage multiple concurrent grants, address complex organizational needs, and thrive in a fast-paced environment. Exceptional time management, attention to detail, and strong organizational skills are critical to success.

Hybrid work options available

What You'll Do

Public Funding Strategy & Prospecting (Pre-Award)

- Lead pre-award public funding prospecting efforts, including federal, state, and local opportunities
- Monitor public funding trends, policy shifts, and procurement pipelines relevant to education, mental health, student supports, and youth development
- Conduct in-depth research to assess opportunity fit, competitiveness, and capacity requirements
- Coordinate with CIS National's grants team to stay aligned with network-wide public funding strategy, guidance, and opportunities
- Participate in RFP workshops, information sessions, and webinars, translating learnings into actionable recommendations
- Advise the Director of Grants on public funding opportunities, feasibility, risks, and strategic alignment

Grant Writing & Proposal Development

- Serve as lead writer and project manager for many complex and technically demanding public grant proposals
- Draft full proposal narratives or major sections of large public grants
- Coordinate with program, finance, evaluation, and operations staff to develop scopes of work, budgets, and required attachments
- Translate program models, outcomes, and budgets into clear, compelling, and compliant narratives

- Ensure proposals are responsive to funder priorities, clearly articulated, and aligned with CISCT's strategic goals

Collaboration & Proposal Transition

- Partner closely with the Chief Student Success Officers, Chief Development Officer, and Director of Grants on proposal positioning, messaging, and prioritization
- Collaborate with the Grants Manager on the Finance Team to ensure strong handoff from awarded proposals into post-award compliance and reporting
- Draft proposal narratives with clear attention to future reporting requirements, measurable outcomes, and deliverables
- Respond to funder questions related to proposal content or narrative intent as needed

Team & Organizational Support

- Support private foundation proposals and reports during peak cycles or surge periods
- Contribute to the refinement of grants templates, tools, and internal processes
- Build strong cross-functional relationships to support effective grants development
- Promote agency culture, standards, and systems
- Participate in the CIS team approach to service delivery and problem-solving
- Other duties as assigned by the Director of Grants or Chief Development Officer

What You Bring

- Bachelor's degree required; Master's degree preferred
- Minimum of five (5) years of professional grant writing experience, with significant experience in public sector grants or contracts
- Demonstrated success securing government funding in education, social services, or related fields

- Exceptional technical writing skills and ability to manage complex, compliance-driven proposals
- Strong research skills and comfort navigating public funding systems and procurement processes
- Ability to synthesize complex information and make strategic recommendations
- Experience collaborating across departments and contributing to shared writing efforts
- Strong organizational skills and ability to manage multiple deadlines
- Ability to work independently while thriving in a collaborative, team-based environment
- Familiarity with CIS, education systems, or youth-serving organizations is a plus
- Experience using AI tools and emerging technologies for grant research or writing is a plus

Why Join CIS?

- **Mission-driven work:** Be part of a team that changes the trajectory of students' lives.
- **Professional growth:** Ongoing training, supervision, and career pathways into director-level roles.
- **Community impact:** Build partnerships that extend beyond the classroom.
- **Generous paid time off:** 4+ weeks of holidays, 2 weeks of vacation time, personal days and sick days
- **Comprehensive Health Coverage:** 100% employer-paid employee medical plan available, plus family subsidies, dental, vision, life, disability insurance, and 403(b) retirement plan with employer match
- **Community-centered culture** focused on impact, growth, and connection

Communities In Schools of Central Texas is proud to be an equal opportunity employer.

Join a mission-driven team making a difference across Central Texas. Learn more and apply here:

<https://phh.tbe.taleo.net/phh01/ats/careers/v2/viewRequisition?org=CISAUSTIN&cws=42&rid=1301>