

Job Overview

SEARCH's **Private Grants Writer** is a key member of the Development team, supporting SEARCH's mission of providing hope, creating opportunity, and transforming lives for the thousands of men, women, and children experiencing homelessness in Houston.

Reporting to the Development Manager and Vice President of Advancement, the Private Grants Writer is responsible for managing and growing the organization's \$1m+ portfolio of foundation, corporate, and congregational donors.

This role oversees the full life cycle of grants including prospect research, proposal development, submission, reporting, and stewardship.

This is an exciting opportunity for a skilled writer, storyteller, and relationship-builder who is passionate about making a difference and eager to contribute to SEARCH's impact by taking the lead on our portfolio of private institutional giving.

Duties

- Identify, research, and evaluate prospective foundation, corporate, and congregational grant opportunities.
- Write and submit compelling proposals, letters of inquiry, and reports that effectively communicate SEARCH's mission, impact, and outcomes.
- Maintain and manage the calendar for all proposals and reports to ensure timely submissions, compliance, and accurate tracking of all deliverables.
- Manage Adobe and other software needed to successfully upload proposals, reports, and supporting documentation in line with each funder's specifications.
- Collaborate with Program, Program Support, and Finance teams to gather necessary information to support proposals and reports and to translate operational realities into compelling narratives.
- Cultivate and steward relationships with foundation, congregation, and corporate representatives through written updates, calls, and meetings.
- Work closely with Program and Finance Teams to track grant expenditures and ensure that funds are being spent in an appropriate and timely manner.
- Represent SEARCH at relevant funder forums, site visits, and community convenings.
- Stay informed about SEARCH programs, activities, and outcomes, as well as trends related to homelessness locally and nationally.

- Perform other duties as assigned.

Experience

- Bachelor's degree, preferably in a related field.
- 2 – 3 years of experience in grant writing, proposal development, and/or institutional fundraising.
- Proven track record of securing foundation and/or corporate grants.
- Exceptional writing, editing, and storytelling skills with the ability to craft persuasive proposals and compelling reports.
- Excellent organizational skills with demonstrated ability to manage multiple priorities and deadlines in a fast-paced environment.
- Strong attention to detail and project management skills.
- Comfort working with numbers, including interpreting budgets and agency data, performing basic calculations, and assessing figures for accuracy and inconsistencies.
- Collaborative team player with experience working across departments.
- A heart for SEARCH's mission and work and compassion for those we serve.
- Proficiency with standard computer software (Word, Excel, Power Point, Outlook, Adobe).

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

Benefits:

- 403(b)
- 403(b) matching
- Dental insurance
- Employee assistance program
- Health insurance
- Life insurance

- Paid time off
- Parental leave
- Vision insurance

Education:

- Bachelor's preferred

Experience:

- Grant Writing: 2 years (Required)

Ability to Commute:

- Houston, TX 77002 (Required)

Salary range:

- Starting at \$55,000.00 annually

Apply Here: <https://unitedwayjobbank.niceboard.co/job/1988458-private-grants-writer-search-homeless-services>