

Development Writer and Grants Manager
Regular Full-Time
Houston, TX, US
Starting Pay: \$64,600 - \$80,750

POSITION SUMMARY:

The Development Writer and Grants Manager is responsible for general development writing, including corporate, foundation and individual proposals, stewardship reports, and general communications for operating support and capital campaign communication. This position will also manage the writing and finalizing of the most complex proposals and reports and assist Gift Officers in articulating the central goals and outcomes of proposals, to help ensure that the relationships with donors continue to move beyond transactional and into long-term learning and a shift in philanthropic behaviors. Additionally, this role is responsible for overall planning of resources, tasks, and necessary steps to achieve annual fundraising goals regarding grant funding including corporate foundation funding and major gifts individual donors.

Adhere to PACT values. (Purpose: Using our strengths passionately to contribute to our mission. Accountability: Choosing to rise above one's circumstances and demonstrating ownership to achieve results. See It. Own It. Solve It. Do It. Courage: Standing up for what's right and acting. Transparency: Doing things openly and honestly).

ESSENTIAL JOB FUNCTIONS:

1. Manages the writing and finalizing of the most complex proposals and reports and assist Gift Officers in articulating the central goals and outcomes of proposals, to help ensure that the relationships with donors continue to move beyond transactional and into long-term learning and a shift in philanthropic behaviors.
2. Generates general development writing, including corporate, foundation and individual proposals, thank you letters, stewardship reports and general communications for operating support and capital campaign communication.
3. Generates written materials incorporating the complexity and impact of HFB's work with the community, as well as the future impact of the new facility, and programs using innovative ideas that are articulated in language that is accessible, equitable, and inspiring to our current and prospective donors.
4. Generates proposals and supporting documents/language in response to the foundation and some specialty and corporate solicitations.
5. Writes for the Development team, including proposals for general operating, program support, and capital campaign requests, and stewardship reports.
6. Creates donor-facing written materials for donor stewardship, as needed.
7. Provides revenue projections and prospects during the annual budget process.
8. Generates proposals and supporting documents/language in ways that effectively secure philanthropic support from individual, corporate and foundation benefactors.
9. Researches and identifies grant funding opportunities.
10. As appropriate, coordinates pre-award and post-award activities.
 - a. Coordinates grant close-out, evaluation, and audit requirements.
11. Coordinates the auditing, monitoring, and scheduling of grant reports.
12. Coordinates with the Finance Department to account for and track grant monies.

13. Coordinates interdepartmental cooperation on grant implementation and compliance issues.
14. Participates in various program team and grant meetings as needed.
15. Enters submitted proposals and other actions into Raiser's Edge and runs basic queries and reports.
16. Enters awarded proposals, deadlines, documentation, and necessary actions into Asana.
17. Tracks and reports monthly metrics from donor portfolio.
18. Coordinates organization award solicitations and nominations.

SUPERVISORY RESPONSIBILITIES:

This position has no supervisory responsibilities.

QUALIFICATIONS:

Education/Experience:

- Required Bachelor's degree from an accredited four-year college or university in Public Administration, Journalism, Liberal Arts, or a closely related field.
- 3-4 years experience directly related to development grant writing / non-profit administration.
- Equivalent combination of education and experience considered.

Certificates, Licenses, and Registrations:

Must have reliable transportation, a valid driver's license, and insurance.

Special Knowledge/Skills/Abilities:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability needed. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions. (For best performance, the job holder in this position would be expected to show the right knowledge, skills, and abilities in the listed areas.)

- Ability to work with a diverse population
- Proficiency in Microsoft Word, Excel, and Outlook
- Raiser's Edge and Asana experience preferred
- Comprehensive knowledge of standard office practices, procedures, equipment, and techniques
- Ability to coordinate well with people from a variety of backgrounds
- Strong customer service skills and willingness to assist others
- Ability to read and interpret written instructions and guidelines
- Attention to detail
- Strong organizational skills
- Superb written and verbal communication skills
- Ability to perform research and analyze data
- Knowledge of basic budget procedures

COMPLIANCE:

Carries out responsibilities in accordance with HFB policies.

REASONING ABILITY:

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations. To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability needed. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions. (For best performance, the jobholder in this position would be expected to show the right knowledge, skills, and abilities in the listed areas.)

COMPETENCIES:

Action-Oriented / Customer Focus / Drives Results / Priority Setting / Managerial Courage / Interpersonal Savvy / Creativity / Standing Alone/ Time Management / Decision Quality / Self-Development / Patience

PHYSICAL REQUIREMENTS:

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. While performing the duties of the job, the employee is required daily to analyze and interpret data, communicate, and remain in a standing or stationary position for a significant amount of the workday; and often access, input, and retrieve information from the computer and other office productivity devices. The employee must regularly move about the office and around the facility, use hands, wrists, and fingers to grip, type, and write. The employee must frequently lift 30 pounds. The employee will need to have the average ability to hear horns, warnings, and alerts associated with a warehouse. The employee may need to travel to other locations.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job. While the job is generally performed in an enclosed office environment, the employee is occasionally exposed to wet and/or humid conditions, strong food-related smells, and outside weather conditions. The noise level in the office environment is typically quiet, but the employee will be occasionally exposed to loud noise levels (e.g., horns, fans).

TRAVEL REQUIRED:

Travel may be required for this position within our 18-county service area.

This role supports hours of operations at the Houston Food Bank facilities, as necessary, and may require flexibility (e.g., times of disaster, community events, company events).

*Is legally able to work in the United States.

The foregoing statements describe the general purpose and essential job functions needed for this job and are not an exhaustive list of all responsibilities, working conditions, qualifications, and skills that may be needed.

Houston Food Bank (HFB) is an equal employment opportunity employer. We consider individuals for employment or promotion according to their skills, abilities, and experience. We believe that it

is an essential part of the Company's overall commitment to attract, hire and develop a strong, talented, and diverse workforce.

HFB is committed to complying with all applicable laws prohibiting discrimination based on race, color, religious creed, age, national origin, ancestry, physical, mental or developmental disability, sex (which includes pregnancy, childbirth, breastfeeding, and medical conditions related to pregnancy), veteran status, military status, marital or registered domestic partnership status, medical condition (including cancer or genetic characteristics), genetic information, gender, gender identity, gender expression, sexual orientation, as well as any other category protected by federal, state or local laws.

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=19f9c9bb-5a8f-4507-882b-949b3c7d88ba&cclId=19000101_000001&type=MP&lang=en_US&jobId=568287