



## Grant Writer

**Department:** Grants

**Location:** 15555 Kuykendahl Rd., Houston, TX 77090

**Status:** Full time

**Salary:** \$60K-\$65K

## About Northwest Assistance Ministries

Northwest Assistance Ministries (NAM), was established in 1983 by the Northwest Clergy Association as a non-profit, community-based, social service agency. After more than 40 years of service, NAM has grown to multi-program agency offering wrap around services. Primarily serving northwest Harris County, NAM provides a broad range of social and health services to the indigent, the homeless and those in need. NAM's mission is to strive to meet basic human needs through Neighbors Helping Neighbors. Last year, NAM touched the lives of over 117,000 people through transformative programs that address the root causes of poverty, unemployment, health inequity, homelessness, hunger and family violence.

## The Opportunity

- \*Nonprofit with a \$10-million plus budget
- \*Work with a grant partner who has raised over \$100 million
- \*As a multi-service, multi-program agency you will write about varying subjects
- \*Room for advancement
- \*Work location can be hybrid

## Duties and Responsibilities

Understand the history, structure, objectives, programs, and financial needs of the organization. Research and identify new grant opportunities from government, corporations, and foundations. Generate high-quality proposals, narratives, applications and supporting documents in response to solicitations consistent with the requirements and guidelines of the funding agencies. Proposals should include connecting community needs and grant activities to measurable outcomes. Maintain funding plan and grant tracking. Coordinate with accounting staff to generate budgets. Coordinate with program staff to gather current program information. Keep track of deadlines for grants and reports.

## Education and Experience Requirements:

- 5+ years grant writing experience
- Proven track record of securing funding through well-researched and compelling grant proposals
- Ability to work independently and meet deadlines
- Must be able to multitask
- Strong research, writing, and communication skills
- Government Grant Experience a plus
- Proficient in Microsoft Office and Excel

## To Apply:

For consideration, please email your cover letter and resume as an attachment to [resumes@namonline.org](mailto:resumes@namonline.org) with the job title "Grant Writer" in the subject line.

Only résumés forwarded to [resumes@namonline.org](mailto:resumes@namonline.org) will be considered.

No walk-ins or phone calls please.

\*All applicants must be able to pass a background check.