

UNITED WAYS OF TEXAS GRANT WRITER JOB DESCRIPTION

United Ways of Texas (UWT) leads and supports our diverse network of United Ways across the state as they tackle complex, local issues. Texas United Ways bring their community's human capital and financial resources together to promote the well-being of all Texans, especially those that have been disproportionately and historically underserved, marginalized, and overlooked. United Ways of Texas is committed to supporting the innovative work of our members and will continue striving toward a vision of being united for a future where ALL Texans thrive.

Our Culture

At UWT, our culture is warm, welcoming, and tenacious. We are action-oriented, courageous, excellent teammates and strong communicators. We believe it takes diversity of thought and varying lived experiences to generate the best ideas and ensure we are always adapting and growing to meet the needs of our local United Ways and communities.

The Grant Writer is responsible for writing grant proposals and reports in order to raise philanthropic support for UWT from foundations, corporations, organizations, and other appropriate funding sources.

This position is contracted (15-20 hrs/wk), remote, and directly reports to the CEO. Pay is \$35-50 an hour, based on experience and past portfolio of secured funding.

DUTIES AND RESPONSIBILITIES

The following reflects management's definition of essential functions for this job but does not restrict the tasks that may be assigned. Management may assign or reassign duties and responsibilities to this job at any time due to reasonable accommodation or other reasons.

- Write and prepare proposals, reports, supplemental documents, acknowledgements, and other correspondence for submission to funders and potential funders
- Manage and maintain the annual grants calendar of proposals and report deadlines to ensure timely submission and follow-up
- Work closely with UWT's director team to gather information needed for proposals and reports
- Research and identify new funding prospects
- Provide assistance with writing for marketing and communications as needed
- Perform other duties and special projects as assigned

PERFORMANCE AND SUCCESS MEASURES

- A minimum of \$200K funding secured annually with understanding there's typically an onboarding phase in Year one
- Success in supporting senior management
- Professionalism and quality of work
- Accuracy of funding proposals and reports
- Turnaround time for reports, acknowledgment letters, and other stewardship activities

QUALIFICATIONS

- 2 years related experience or equivalent preferred
- Excellent writing and editing skills and acute attention to detail
- Demonstrated proposal writing experience
- Knowledge of budgeting for grant proposals and knowledge of the Texas philanthropic landscape
- Ability to handle multiple tasks under deadline pressure

- Outstanding capacities for communication, organization, accuracy, follow-through, timeliness, consistency, and detail are essential
- Other abilities applicable include: computer skills (Word, Excel), and service mentality

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is frequently required to do the following:

- Coordinate multiple tasks simultaneously
- Frequent verbal contact with others
- Rapid work pace, with frequent deadlines
- Long periods of sitting

TO APPLY

Send a resume and cover letter to Tiffany Patterson, tiffany.patterson@uwtexas.org.