

Grant Writer

PTSD Foundation of America

Houston, TX 77064

From \$48,000-\$65,000 a year - Full-time (8-hour shifts)

Urgently hiring – Send resume to:

Amanda.campbell@ptsdusa.org

Qualifications

- Microsoft Office: 3 years (Preferred)
- Grant writing: 2 years (Preferred)

Benefits

Health savings account

Health insurance

Dental insurance

Flexible spending account

Paid time off

Employee assistance program

Vision insurance

Employee discount

Life insurance

Full Job Description

The Grant Writer will be required to apply for and manage all grant aspects of the business to gain additional funding to aid the mission of the PTSD Foundation of America. The grant writer will be responsible for locating, researching, and applying for potential funding opportunities to ensure successful budget operation. They will provide high-quality grant proposals, contact sponsors, companies, and organizations that offer grants, and submit grants to these locations.

Job Description: The Grant Writer will write coherent, organized, and compelling proposals. Applying their knowledge of fundraising methods and plans to reach income goals while collaborating with team members in the organization to assist with other fundraising projects and develop relationships with key stakeholders.

Responsibilities: The Grant Writer has the following responsibilities and duties:

- Responsible for conducting the full range of activities required to prepare, submit, and manage grant proposals to foundation and corporate sources.
- Work with finance to gather information necessary to report to
- Keep in contact with grant-making organizations during their review of a submitted grant application to be able to supply additional supportive material.
- Compile, write and edit grant applications, exhibiting strong expository writing skills and a high-level command of grammar and spelling.
- Possess considerable knowledge of PTSD and general mental disorders, psychosocial aspects of PTSD and general mental disorders, and understanding the needs of the Veteran Community.
- Study and understand the history, structure, objectives, programs, and financial needs of the organization.
- Research and identify grant opportunities from governmental and non-governmental agencies.

- Draft grant proposal and supporting documents based on the funding requirements of the foundation.
- Respond to internal and external queries on drafted and submitted proposals.
- Capable of working well in a team environment, handling multiple assignments, and meeting deadlines.
- Maintain a positive relationship with fund providers and other stakeholders.
- Create, maintain records, and submit reports related to grant opportunities.
- Provide stewardship to current donors, including work with Grants & Research Manager to provide regular written updates (newsletters, etc.) to corporate and foundation donors
- Assist with other fundraising projects as requested and additional duties as assigned.

Requirements: The Grant Writer should have the following skills, education, and experience:

- Bachelor's degree in English, Communication, Creative Writing, or a related area (Preferred)
- 2 years' experience in grant writing.
- Competency in Microsoft (Excel, Outlook, PowerPoint, and Word).
- Excellent knowledge of proposal submission and the fundraising process.
- Ability to study and understand the programs and funding requirements of the organization.
- Strong research skills and knowledge of information sources.
- Multitasking, organizational, and time management skills.
- Ability to handle confidential matters with the utmost integrity.

Physical Requirements:

- Regularly requires sitting or standing for extended periods of time.
- Occasional exposure to air and blood-borne pathogens and may be required to wear specialized personal protective equipment and exposure to outdoor weather conditions.

Compensation: The PTSD Foundation will provide the following compensation:

- Salary: Negotiable
- Medical, Dental, and Vision
- Life Insurance
- Other benefits

Benefits:

- Dental and Vision insurance
- Employee assistance program
- Employee discount
- Flexible spending account
- Health insurance
- Health savings account
- Life insurance
- Paid time off