# Registration Information

<table>
<thead>
<tr>
<th>Order No.</th>
<th>3944022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency Name</td>
<td>The Stewpot of First Presbyterian Church</td>
</tr>
<tr>
<td>Job Title</td>
<td>Grant Writer</td>
</tr>
</tbody>
</table>

## Job Description

- Monday-Friday 8 am-4 pm
- Research potential funding sources from foundations, corporations, organizations and government sources.
- Work with Philanthropy Team and Program Staff to determine appropriate match of programs to funding.
- Work with the various program departments to develop case statements at least annually for each program area.
- Maintain the grant database of upcoming deadlines and rolling deadlines and provide a monthly report to the Philanthropy Team and the Executive Director.
- Provide a list of foundations, corporations, and organizations for the Executive Director and Director of Philanthropy and Engagement to review on a monthly basis to cultivate for later submission.
- Write program proposals and submit a minimum of 5 a month.
- Ensure the integrity of the agency’s grant relationships, ensuring all grants are properly acknowledged and tracked.
- Develop year-end reports for each grant donor.
- Manage donor inquiries and communication/correspondence as needed.
- Assist with pulling lists for mailings for annual and quarterly communication with donors.

## Job Location

- Downtown Dallas

## Qualifications

- Bachelor’s degree in English or other relevant major.
- Resourceful, self-starter.
- Proactive about building relationships with program staff to gather and update information for proposals and reports.
- Excellent writing ability.
- Three to five years previous experience working on grants and grant writing.
Demonstrated success in raising grant funds. • Experience working and communicating effectively with donors and constituents. • First-rate organizational, interpersonal, and communication skills. • Excellent database management (Bloomerang preferred) and grant research skills. • Proficiency in Microsoft Office Suite including Word, Excel, PowerPoint, Outlook and Teams.

<table>
<thead>
<tr>
<th>Application Contact Name</th>
<th>Hiring Team</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone</td>
<td>214-748-8051</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:hiringteam@fpcdallas.org">hiringteam@fpcdallas.org</a></td>
</tr>
</tbody>
</table>