

Registration Information

Order No.	3944022
Agency Name	The Stewpot of First Presbyterian Church
Job Title	Grant Writer
Job Description (including hours and responsibilities)	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	<ul style="list-style-type: none"> • 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.
Application Contact Name	Hiring Team
Phone	214-748-8051
Email	hiringteam@fpcdallas.org