

Job Title:

Contract Grant Writer

Reports to: Chief Program Officer

About Todos Juntos Learning Center:

Todos Juntos Learning Center is a dual-generation learning center that serves Central Texas families. *Todos Juntos*, which means “Everybody Together,” is the foundation for our future. Through our model, we work with children and parents simultaneously, building them up together, to create meaningful learning experiences and opportunities for the whole family.

Primary Purpose/Function of Position:

Todos Juntos is seeking an experienced Contracted Grant Writer to expand our grant writing and prospecting capacity. This position works collaboratively with our existing contract grant writer and leadership team to increase the number of high-quality grant proposals submitted each year.

The ideal candidate is an exceptional writer, proactive researcher, and highly organized project manager who enjoys translating impactful programs into compelling funding proposals.

Primary Responsibilities

Grant Writing

- Draft compelling grant proposals, letters of inquiry, and supporting narratives in Google Docs.
- Collaborate with leadership to identify and prioritize grant opportunities.
- Gather program information, supporting documents, budgets, and required attachments from staff.
- Complete and submit grant applications through online portals as assigned.
- Assist in preparing materials for grant-related presentations, reports, site visits, or funder meetings when needed.
- Assist in updating organizational boilerplate language, statistics, and standard proposal materials as programs evolve.
- Maintain organized digital files for assigned grant opportunities and supporting documents within the established organizational system.

Research & Prospecting

- Research prospective foundation, local government, and corporate funders aligned with Todos Juntos' mission and strategic priorities.
- Identify new funding opportunities and recommend prospects for cultivation and application.
- Attend funder webinars and information sessions and provide concise notes and recommendations to leadership.

- Monitor trends in philanthropy and identify emerging funding opportunities.

Writing Expectations

Successful candidates will demonstrate a writing style that is:

- Clear, concise, and compelling.
- Asset-based, highlighting the strengths, resilience, and aspirations of the families we serve.
- Grounded in authentic storytelling while incorporating meaningful data and measurable outcomes.
- Adaptable, with the ability to strengthen and refresh organizational boilerplate as needed.
- Skilled at integrating family stories, photographs, program outcomes, and organizational priorities into persuasive proposals.

Qualifications

- Demonstrated success writing competitive foundation, governmental, and corporate grant proposals.
- Excellent writing, editing, and proofreading skills.
- Strong research and prospecting experience.
- Exceptional organizational and project management skills.
- Ability to manage multiple deadlines and competing priorities.
- Comfortable collaborating in Google Workspace.
- Ability to work independently while coordinating effectively with multiple team members.
- Experience with nonprofit organizations required.
- Familiarity with adult education, early childhood, workforce development, immigrant communities, or family services is a plus.

Desired Characteristics

We're looking for someone who is:

- Strategic and curious;
- Able to communicate complex programs in clear, compelling language;
- Detail-oriented;
- Collaborative;
- Self-directed;
- Responsive; and
- Mission-driven.

Time Commitment

- Approximately 20 hours per month.
- Flexible scheduling with availability to meet grant deadlines.

- Regular check-ins with organizational leadership and coordination with the existing contract grant writer as needed.

Typical Monthly Deliverables

- Draft assigned grant proposals and letters of inquiry.
- Research and recommend new funding prospects.
- Attend relevant funder webinars or information sessions as appropriate.
- Update boilerplate language and proposal materials as needed.
- Maintain organized files for assigned grant projects.
- Provide regular progress updates on active grant writing and prospecting activities.

Compensation

This is a contract position. Compensation is competitive and based on experience. Please include your hourly rate or monthly retainer expectation with your application.

To Apply

Please submit:

- Resume to katie@todosjuntoslc.org
- Two to three recent grant writing samples (redacted if necessary)
- Two to three professional references
- A brief description of grants you have successfully secured
- Your hourly rate or monthly retainer expectation