



<p>Contract Grant Writer Position Description</p>
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I. TITLE: Contract Grant Writer (MOSTLY REMOTE)

II. ORGANIZATION AND POSITION SUMMARY:

Waterloo Greenway is a 1.5-mile urban park system supported by a public-private partnership between the City of Austin and Waterloo Greenway Conservancy (WGC). Once complete, the 35 acres of connected green space will be home to a wild array of natural and cultural destinations. The park system is being planned, designed, and built in three phases of geographic milestones. Meeting each phase by our completion goals is ambitious and requires support from the entire community. Phase 1 opened in summer 2021 and includes Waterloo Park and the Moody Amphitheater. Amid epic gardens and rolling pathways, and a twinkling Waller Creek that links them, the environment, arts, health, and adventure will converge and nourish authentic and uplifting experiences that reflect our city's diversity.

WGC is seeking a contract Grant Writer through December 2021. This is a mostly remote temporary position with flexible hours and scheduling. Austin-area required, as there may be some indoor/outdoor meetings. The contract Grant Writer will report to the Grants Manager.

III. ESSENTIAL FUNCTIONS:

- Assist Grants Manager in grant solicitations to support annual operations and capital campaign
- Participate in grant research to identify new prospects, analyze giving trends, identify target ask amounts, etc.
- Write compelling narratives for grant proposals, grant applications, donor touchpoints, and grant reports
- Under supervision of Grants Manager, work with members of engagement, programming, and capital project teams to oversee grant implementation and report documentation as necessary
- Assist Development Associate in the maintenance of records in donor database
- Craft impact stories and quarterly updates to send to grant partners
- Other duties as assigned





IV. QUALIFICATIONS:

- At least two semesters of college-level courses must be completed
- Grant writing experience required, certificate/formal training preferred
- Flexibility to work non-traditional/irregular hours
- Self-discipline to work independently, work efficiently, and meet deadlines
- Experience with Word and Excel required
- Experience with budgets and strategic goal setting preferred
- Experience and/or interest in arts and cultural organizations or environmental organizations a plus
- Highly motivated with a positive attitude
- Strong organizational and time-management skills
- Excellent oral and written communication skills

V. COMPENSATION:

Competitive hourly compensation, dependent on experience and time commitment. 20-40 hours per week with a flexible schedule.

VI. TO APPLY:

Qualified applicants are invited to submit a resume, cover letter, and at least two writing samples via email to sgoodman@waterloogreenway.org. Please combine cover letter and resume into a single PDF and include writing samples separately. Please include 'Contract Grant Writer' in the subject line.

EQUAL EMPLOYMENT OPPORTUNITY

Waterloo Greenway strongly supports equal employment opportunity for all applicants regardless of race, color, religion, sex, gender identity, pregnancy, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, medical condition, sexual orientation, genetic information, or any other characteristic protected by state or federal law.

HIRING PRACTICES

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

