



## Grant Specialist

### Our Mother of Perpetual Help Educational Program, Fort Worth

Submit letter of introduction and resume to: Pamela McGehee MPA, Board President/CEO, [pam@growing-independence.org](mailto:pam@growing-independence.org)

[www.growing-independence.org](http://www.growing-independence.org)

**Who We Are:** *Our Mother of Perpetual Help Educational Program is on a mission to grow children and young adults with Down syndrome, autism and similar disabilities into independent adults to ensure their complete inclusion in society. Our educational program offers traditional and functional academics, as well as vocational training, to children and young adults with Down Syndrome, autism and similar intellectual and developmental differences. Each student's success is the result of a collaboration between teachers, parents, therapists and administrators. Our low student to teacher ratio and individually tailored curriculum sets us apart from other schools.*

**Salary Range:** \$30,000 to \$35,000 part-time, depending on experience.

**Position Overview:** The Grant Specialist position is responsible for researching funding opportunities, drafting, and submitting proposals, completing follow-up reports, and assisting with other donor development and engagement activities.

**Paid As:** Contract Labor, approximately 20 hours per week. Contract renewable on a yearly basis.

**Hours of Operation:** work from home at your own pace. Meetings weekly or more as needed with Board President/CEO.

**Reports To:** Board President/CEO Our Mother of Perpetual Help Educational Program (OMOPHEP)

Works with Board President to implement capital campaign goals, major gifts and other fundraising goals.

**Other Relationships:** Meet as necessary with program Educators, Board Members and program partners in areas relating to fundraising, marketing, and public relations.

## **EMPLOYEE EXPECTATIONS**

- \* Maintain confidentiality of students, donors, volunteers, staff and board information
- \* Support the mission, vision and goals of OMOPHEP.
  
- \* Represent OMOPHEP in a professional manner at all times.
- \* Required to pass criminal background check

## **ESSENTIAL JOB TASKS**

- \* Research grant opportunities from foundations, businesses, government and non-government agencies that align with the agency's mission and program. Ability to research is crucial.
  
- \* Obtain and document approval from Board President/CEO before applying to prospective funders and obtain final approval from CEO for submission of all proposals.
  
- \* Construct grant proposals and develop or obtain supporting documents based on funding requirements.
  
- \* Manage fundraising efforts for Communities Foundation North Texas Giving Day — our biggest giving day of the year.
  
  
- \* Develop and maintain strong working relationships with internal and external stakeholders, i.e., coworkers, donors, foundation directors, partners and volunteers
  
- \* Respond to internal and external queries regarding drafted and submitted proposals
  
- \* Retain records and submit reports related to grant opportunities

- \* Demonstrate the ability to remain highly organized, paying close attention to multiple deadlines
- \* Work closely with Board President/CEO to communicate outputs, outcomes and other tangibles necessary to fulfill funder requirements and submit grant amendments as necessary
- \* Assist with donor engagement activities such as making phone calls, writing thank you notes and e-mails.

## **QUALIFICATIONS**

Bachelor's degree in English, communications, creative writing or a related area. Writing samples required.

## **REQUIREMENTS**

- \* Demonstrate proficiency in donor management software
- \* Possess strong positive interpersonal skills necessary to work with team members
- \* Writing, tracking and reporting experience on multiple grants simultaneously
- \* Thorough knowledge of proposal submission and fundraising process
- \* Strong research skills and knowledge of information sources
- \* Multitasking, organizational and time management skills
- \* Ability to handle confidential matters with utmost integrity

## **EXPERIENCE**

Minimum 3 years experience in grant writing in the Dallas-Fort Worth Metroplex.

**Interested candidates should send a resume to Pamela McGehee M.P.A., Board President/CEO [pam@growing-independence.org](mailto:pam@growing-independence.org)**

**Subject Line Must Include: Grant Specialist**

*Our Mother of Perpetual Help Educational Program provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, basis of gender, gender expressions and gender identity, disability or genetics. In addition to federal law requirements, Our Mother of Perpetual Help Educational Program complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. Our Mother of Perpetual Help Educational Program expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Our Mother of Perpetual Help Educational Program employees to perform their job duties may result in discipline up to and including discharge*