



TEXAS PARKS & WILDLIFE FOUNDATION DEVELOPMENT/GRANT WRITER POSITION DESCRIPTION

Position Summary

The Development/Grant Writer is primarily responsible for identifying funding sources and developing sophisticated, compelling, high-quality grant and gift proposals to maximize support for projects and priorities identified by Texas Parks & Wildlife Department (TPWD) and Texas Parks & Wildlife Foundation (TPWF). In addition, the Development/Grant Writer leads the creation of other TPWF communications including but not limited to annual reports, newsletters, brochures, fact sheets and stewardship reports. This position reports to the Director of Philanthropy.

Primary Responsibilities

- Helps identify, qualify and strategically prioritize grant funding opportunities for TPWF.
- Collaborates on the creation of specific annual and strategic goals and objectives for grant and gift proposal production and award success rates.
- Acquires and maintains sound knowledge and understanding of the mission, values, strategic goals, and programs of TPWD and TPWF.
- Generates revenue through developing, preparing and submitting compelling, high-quality grant and gift proposals.
- Collaborates with subject matter experts within TPWD and TPWF, and appropriate administration representatives to inform proposal development process.
- Collaborates with TPWF fundraisers to coordinate outreach and personal contact with funders.
- Engages with funders as appropriate to customize proposals to increase award potential and to gather constructive feedback regarding non-funded proposals.
- Adheres to a comprehensive proposal calendar that tracks submissions, upcoming deadlines, and reporting requirements.
- Part of the team who monitors proposal progress ensuring receipt by funders and tracking funding award decisions.
- Collaborates with subject matter experts within TPWD and TPWF, and appropriate administration representatives to ensure compliance with all funder requirements including ensuring expenditure of all funds and submission of all reports.
- Designs, prepares and distributes regular reports regarding grant and gift proposal production and award success rates.
- Creates high-quality communications including but not limited to annual reports, newsletters, brochures, fact sheets and stewardship reports.
- Provides skilled editorial assistance, editing and proofreading materials as requested.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; and participating in professional associations/societies.

- Maintains constituent confidence and protects operations by keeping information confidential.
- Contributes to team effort by accomplishing related results as needed.

Preferred Background and Skills

- Three to five years' experience in grant and development writing.
- Excellent written, verbal and interpersonal communication skills.
- Advanced skills in Microsoft office including Power Point, Word and Excel.
- Ability to handle an extensive and diverse workload while maintaining a positive perspective.
- A strong work ethic, sense of urgency, attention to detail, and ability to think independently.
- Ability to interface with individuals at every level of an organization, both internally and externally.
- Ability to adapt quickly to, plan for, and manage multiple projects in a fast-paced setting.
- Strong initiative, self-motivation, integrity and sense of humor.