



CATHOLIC PRO-LIFE COMMUNITY

RESPECT LIFE MINISTRY OF THE DIOCESE OF DALLAS

POSITION DESCRIPTION

TITLE	Grants Writer	DEPARTMENT	Development
DATE	May 1, 2019	LOCATION	CPLC Office/Home

GENERAL DESCRIPTION

The Grant Writer is a part-time, contract position to assist the Development Department of the Catholic Pro-Life Community (CPLC). The Grant Writer will be contracted to secure funds for the organization by identifying and developing grant opportunities; preparing grant proposals, applications, and reports as applicable; and management of applicable deadlines and processes.

ESSENTIAL PROJECT ELEMENTS:

- Develop and maintain grant management process to track critical submission and reporting dates for all potential and in-process grant applications.
- Research available grants, collect project information from CPLC Department and Ministry Directors, write proposals for funds, and follow up as appropriate.
- Assist CPLC Administrative Team in ensuring that grant funding is used in accordance with dictates of donor.
- Perform other grant activities as applicable.

KEY QUALIFICATIONS

- Ability to communicate professionally and persuasively
- Excellent analytical, time management and organizational skills
- Clear, concise writing skills reflecting full command of English language and grammar
- Prior experience in grant research and/or writing strongly preferred
- Ability to work effectively on a team, with initiative to problem solve and prioritize
- Bachelor's Degree
- Proficiency in reporting and data management and in Microsoft Office software
- Willingness to travel, locally, to attend occasional meetings

OTHER DESIRED SKILLS AND EXPERIENCE

- Ability and desire to support the mission of the Catholic Pro-Life Committee and the Church
- Understanding of and compliance with the Diocese's Safe Environment Program
- Ability to prioritize work assignments and meet deadlines in a timely, accurate manner
- Ability to provide a high level of customer satisfaction
- Ability to function both independently and as part of a team
- Ability to adhere to policies and procedures

The above statements are intended to describe the general nature and level of the work being performed by people contracted for this position. They are not to be construed as an exhaustive list. To apply for this position, please email your resume and cover letter to pvasquez@prolifedallas.org.