

Job Title	Grant Writer (Part-time or Contract)
Employer/ Agency	Easter Seals Greater Houston
Job Description	<p>Easter Seals Greater Houston (ESGH) is seeking an experienced Grant Writer to support our mission by securing funding from private foundations, corporations, and government entities. This role manages the full grant lifecycle-from prospect research through proposal development, submission, and reporting-and collaborates closely with Development, Program, and Accounting teams. This position offers flexibility and may be filled by a part-time employee (20 hrs/week) or a contract grant writer, with a hybrid in-person/remote work option.</p> <p>Key Responsibilities</p> <ul style="list-style-type: none"> • Research and identify new foundation, corporate, and government funding opportunities. • Write and submit compelling grant proposals, letters of intent, budgets, and reports. • Track grant deadlines, submissions, awards, and reporting requirements. • Prepare weekly grant activity updates for leadership and development staff. • Maintain accurate grant and donor records in the donor database. • Organize proposal materials and supporting documentation for donor engagement. • Collaborate with internal teams to gather programmatic and financial information. • Support development initiatives, special projects, and events as needed. • Ensure compliance with all funding requirements, contracts, and regulations.
Qualifications	<p>Required Qualifications</p> <ul style="list-style-type: none"> • Bachelor's degree preferred. • Minimum of five (5) years of grant writing experience. • Experience submitting proposals through Grants.gov required. • Strong research, writing, organizational, and deadline-management skills. • Ability to work collaboratively in a mission-driven non-profit environment. • Strong written and verbal communication skills. • Proficiency in Microsoft Office Suite (Excel, Word, PowerPoint). • Ability to manage multiple tasks with attention to detail and deadlines.
Salary/Hours	<ul style="list-style-type: none"> • Part-time employee or contract position. • Hybrid in-person/remote work option. • One-year funded position with possibility of extension.

City, State, Zip	Houston, TX
Application Method	Apply Here: https://eastersealshouston.applicantpro.com/jobs/3964286
Opening Date	Immediately

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