

Job Title	Contract Grant Writer
Employer/ Agency	Southern Smoke Foundation
Job Description	<p>Job Summary: Southern Smoke Foundation is seeking an experienced contract Grant Writer to support our national fundraising efforts through strategic foundation and corporate grant development. This role will be responsible for developing and managing a comprehensive grant calendar, conducting prospect research, drafting compelling and competitive proposals, overseeing submission deadlines, and stewarding funder relationships in close collaboration with internal leadership. The ideal candidate will have at least 3 years of grant-writing experience with national nonprofit organizations, a strong understanding of the foundation and corporate funding landscapes, and the ability to translate programmatic impact into compelling, mission-aligned narratives. Applicants must provide references and documentation demonstrating a track record of successfully securing grants ranging from \$10,000 to \$250,000. Candidates with a proven history of securing larger awards will be prioritized.</p> <p>Primary Responsibilities</p> <ul style="list-style-type: none"> ● Research and identify national foundation and corporate funding opportunities aligned with organizational priorities ● Develop and manage a grant pipeline and submission calendar ● Draft, edit, and submit high-quality proposals, LOIs, and grant reports ● Tailor proposals to align with funder priorities and support pillars and organizational impact ● Collaborate with programs and development teams to gather data, budgets, and outcomes ● Track submissions, awards, reporting requirements, and deadlines ● Support funder stewardship and relationship management ● Contribute content for sponsorship decks and corporate partnership materials ● Oversee post-award reporting, ensuring timely, compliant submission of interim and final reports
Qualifications	<p>Qualifications:</p> <ul style="list-style-type: none"> ● 3–5+ years of grant writing experience, preferably with a national nonprofit organization ● Demonstrated success in securing foundation and corporate funding ● Strong understanding of institutional philanthropy, including private foundations and corporate giving programs ● Exceptional writing, editing, and storytelling skills

	<ul style="list-style-type: none"> ● Experience translating program data into compelling impact narratives ● Strong organizational skills and ability to manage multiple deadlines ● Familiarity with CRM systems (Salesforce preferred) and grant tracking tools ● Ability to work independently in a remote or hybrid environment ● Experience working in human services, crisis relief, mental health, or workforce-related nonprofit sectors ● Familiarity with corporate sponsorship models and national brand partnerships ● Experience supporting multi-state or national programs ● Oversee post-award reporting, ensuring timely, compliant submission of interim and final reports
Salary/Hours	Part-time (estimated 15-30 hours per week) with the opportunity to increase contract hours <ul style="list-style-type: none"> ● Remote / Hybrid (if located in Houston) ● Six-month contract to start ● Compensation: \$30/hour
Application Method	To apply, please email your resume to hiring@southernsmoke.org with ‘Grant Writer’ in the subject line.
Opening Date	Immediately

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at [mswjobs@central.uh.edu](mailto: mswjobs@central.uh.edu) with the hiring details of your new job opportunity. Thank you.