



Grant Writer

The mission of the Houston Botanic Garden is to enrich life through discovery, education, and conservation of plants and the natural environment. Since opening to the public in 2020, HBG continues to elevate its world-class botanic garden experience and its team – both of which serve to inspire people to love plants and be good stewards of the natural world.

The Houston Botanic Garden is seeking a full-time Grant Writer to manage its growing grant portfolio. This position serves a crucial role in the organization's fundraising efforts, focusing upon researching, applying, and securing multiple grants throughout the year. This position is responsible for maintaining and reporting on all grants, ensuring compliance with grant requirements, and contributing to the goal of securing \$1.8 million in annual grants funding.

This position reports to the Director of Development and is ideal for a results-driven individual with excellent writing, communication, and organizational skills.

Main Job Responsibilities:

- Maintain between 55-70 active institutional relationships and manage a grant portfolio that requires the submission of 100 proposals a year and requisite reports.
- Research and identify grant prospects at the local, state, and national level.
- Define proposal concept by identifying and clarifying opportunities and needs, studying requests for proposal (RFPs), attending relevant meetings, and developing a strong understanding of the Garden's history, mission, programs, priorities, plans, and results.
- Maintain and meet grant deadlines, track related programs/events/deliverables and enter relevant information into the organization's database. Also maintain timely grants calendar in database.
- Gather input from subject matter experts as needed to assemble information pertinent to craft compelling grant applications.
- Share status of grants with other staff and departments as needed.
- Craft, revise, and produce compelling proposals and reports for various stakeholders that are consistent in tone and messaging.
- Assemble information including project nature, objectives/outcomes/deliverables, implementation, methods, timetable, staffing, budget, standards of performance, and evaluation.
- Present proposals in creative or required formats. Obtain approvals by reviewing proposals with key stakeholders, including various program and executive-level staff within the organization.
- Assist with database management.
- Improve proposal-writing outcomes by evaluating and re-designing processes, approach, coordination, and templates.

- Inform and advise staff regarding the allowability of proposed expenditures related to specific grants, ensuring compliance with all grant requirements.
- Other duties as assigned.

Qualifications and Experience Requirements:

- Bachelors degree required
- At least three years of proven experience in grant writing and fundraising preferred, ideally in the non-profit sector
- Excellent research, writing, and editing skills
- Strong organizational and project management abilities
- Ability to meet deadlines and manage multiple grant applications simultaneously
- Detail-oriented with a high level of accuracy
- Strong interpersonal and communication skills
- Proficiency in using grant management software and other relevant tools, preferably in Tessitura

Physical Demands / Working Conditions:

- Work primarily performed in an indoor office setting
- Must be able to move throughout the 132-acre Garden property, as needed
- Must be able to lift up to 25 lbs and push/pull up to 50 lbs
- Must be comfortable working in immediate proximity to the general public in a safe and friendly manner

Position Details

- Full-time position
- Monday – Friday
- Hybrid schedule (2 remote days/week)

Benefits

Medical, dental, vision, retirement, disability and life insurance.

Application Procedure

Interested candidates should send a resume to hr@hbg.org. We will contact those candidates who most closely match our requirements.