

# Part-Time Grant Writer

**Hourly Rate:** \$50/hour (~25 hrs/month)

**Location:** Tulsa, OK

**Full or Part Time:** Part-time

**Supervisory:** No

**Reports to:** Director of Development

**Date Opened:** August 29, 2024

## Position Description

Under the direction of the Development Director, the Grant Writer develops and manages a comprehensive grants portfolio, ensuring that all proposals, reports, and required documentation are completed and submitted in a timely manner. The Grant Writer also maintains a detailed grants calendar and workflow to track deadlines, submissions, and reporting requirements.

The Tulsa Regional STEM Alliance (TRSA) operates at the crossroads of community partnerships, nonprofits, industry, workforce development initiatives, and PK-20 education systems, with a mission to shape, create, and support high-quality STEM education for all students.

This position requires a proactive, organized, and inclusive professional who is passionate about advancing STEM education and capable of managing multiple projects with precision and care.

## Position Responsibilities

- Under the direct supervision of the Development Director, research and identify potential grant opportunities to support organizational programs and initiatives.
- Draft, edit, and submit grant proposals to foundations, government agencies, and corporate sponsors, ensuring all required documents are prepared and submitted on time.
- Coordinate with program managers and other staff members to gather information, data, and budget details necessary for grant applications.
- Maintain a calendar of grant deadlines and ensure timely submissions of applications, reports, and renewals.
- Track and report on grant status and outcomes to the Development Director and other relevant stakeholders.
- Under the direct supervision of the Development Director, ensure that all grant activities align with organizational goals and comply with the requirements and guidelines of the funding sources.

## Required Qualifications

- 5+ years of experience in grant writing
- Proven track record of successful grant applications
- Ability to work independently with minimal supervision
- Strong organizational, project management, and time management skills

- Proficiency with technology, including Google Suite (docs, sheets, and slides, or equivalent programs) and Microsoft 365
- Flexibility to thrive in a dynamic, fast-paced environment
- Excellent organizational and communication skills (both written and verbal)
- Professional attitude and workplace demeanor

## **Compensation & Benefits**

- The position is an hourly, part-time role. Pay is based on hours worked, not the number of grants written or awarded.
- Part-time employees are not eligible for benefits.

## **Equal Employment Opportunity**

In any of its activities or operations, TRSA shall not discriminate on the basis of race, color, religion (creed), gender, age, national origin (ancestry), disability, marital status, sexual orientation, military status, genetic information, or any other basis made unlawful by applicable federal, state, or local laws or regulations. This policy governs all aspects of employment, including hiring, job assignment, compensation, discipline, termination, and access to benefits and training.

**Close Date:** September 30. Interviews will be scheduled on a rolling basis before the close date for qualified applicants.