



## Grant Writer (Contract)

Bayou City Waterkeeper (BCWK) seeks a contract Grant Writer. The preferred deadline to apply is March 13.

### Job Description

Bayou City Waterkeeper seeks proposals from qualified individuals to serve as a Grant Writer supporting foundation, corporate, and institutional grant writing and grants management. This contractor will play a critical role in drafting and submitting timely, compelling grant applications and reports, maintaining the grants calendar, and ensuring compliance with funder requirements during a focused four-month engagement beginning in April 2026, with a possibility of contract renewal, depending on performance.

### About Bayou City Waterkeeper

BCWK furthers justice, health, and safety for the waters and people of the greater Houston region through bold legal action, community science, and creative, grassroots policy. The law is an important tool in our work. Through an approach that draws on the impact-litigation and community lawyering frameworks, we use the law to advance community-identified priorities and bring community members into decision-making processes, hold polluters and leaders accountable, and create policy change. Learn more on [our website](#).

### Our Values

Our work is guided and informed by five values:

- Interconnectivity: Collaborate across disciplines and create multiple ways to engage
- Fluidity: Embrace movement and adaptability in our work
- Bold action: Have hard conversations, disrupt dysfunctional systems, create new frameworks, bring together unconventional allies, and move data and research into action
- Justice and equality: Call out and act to undo inequities in our watershed
- Regeneration: Embrace water as a site for healing, joy, celebration, reflection, and growth

### Responsibilities

- Conduct prospect research to identify foundation, corporate, and institutional funding opportunities aligned with BCWK's mission and program priorities.
- Collaborate with the Executive Directors as well as other staff leaders to research, identify, and prioritize potential funding opportunities.
- Draft, prepare, and edit high-quality, compelling letters of inquiry and grant proposals
- Manage project timelines for grant applications, including internal coordination to gather programmatic, financial, and impact data required for submission.

- Develop and foster relationships with public and private grant makers
- Maintain and manage a detailed grants calendar, ensuring timely submissions and compliance with funder deadlines.
- Track and coordinate grant reporting requirements, deliverables, and required documentation, maintaining organized records to ensure full compliance with funder agreements.
- Research prospective foundation, corporate, and institutional funding opportunities aligned with BCWK's mission and program priorities.
- Prepare concise summaries of funding opportunities for internal review.
- Support refinement of proposal templates, narrative materials, and internal grant tracking systems as needed.

#### Requirements

- 2 - 4 years of experience writing and securing foundation, corporate, or institutional grants
- Demonstrated experience preparing and submitting letters of inquiry and full grant applications
- Demonstrated ability to manage multiple deadlines and coordinate internal input for grant submissions and reports
- Experience tracking reporting requirements, and maintaining organized documentation to ensure compliance with funder guidelines
- Excellent written communication skills; ability to write clear, structured, persuasive proposals tailored to funder priorities.
- 2 - 4 years of experience conducting prospect research and identifying aligned funding opportunities
- Proficiency with Google Suite and Microsoft tools, including spreadsheets and document management

#### Preferred

- Ability to work independently while collaborating effectively with a small team
- Experience working with environmental, climate, or justice-centered organizations
- Familiarity with public sector funding sources

#### Schedule/Location

This is a four-month contract position beginning in April 2026. Estimated commitment is approximately 15-20 hours per week, depending on grant deadlines and submission schedules.

We allow for flexible work schedules so contractors can meet deadlines while balancing professional responsibilities. Some in-person collaboration may be required.

#### Compensation

- \$32 per hour
- Four-month contract beginning April 2026
- This is a contract position and does not include employee benefits

#### Application Instructions

For equal consideration, please send a resume, 2 grant writing samples, and a letter explaining your interest to [careers@bayoucitywaterkeeper.org](mailto:careers@bayoucitywaterkeeper.org) with the subject line "BCWK Grant Writer – Contract."

Applications will be reviewed on a rolling basis. Priority consideration will be given to applications received by March 13, 2026.

*Our core values lead us to seek a broad range of perspectives and backgrounds to achieve our mission and maintain an inclusive environment where all staff are valued and respected. As an equal opportunity employer, we are committed to employment practices that ensure that employees and applicants for employment are given equal opportunities without regard to race, color, national origin, ancestry, sex, age, religion, physical or mental disability, medical condition, veteran status, marital status, pregnancy, sexual orientation, gender identity, gender expression, genetic information or any other factor that is not related to the position.*