



THE DIOCESE OF
HOUMA  THIBODAUX

Office of Human Resources & Employee Benefits

FULL-TIME POSITION AVAILABLE

Grant Writer

The Diocese of Houma-Thibodaux is currently seeking a full-time person for the ministry of **Grant Writer** for the **Catholic Foundation of South Louisiana** to assist and support the mission of the Bishop of the Diocese of Houma-Thibodaux to make disciples, to be grounded in solid stewardship principles, and to be dedicated to advancing the mission of the Church in the Diocese of Houma-Thibodaux through grant writing for all aspects necessary for the diocese, Catholic Charities, Foundation, and other identified areas of need. This position requires exceptional interpersonal skills and the ability to communicate well with all levels of clergy and laity. The Grant Writer will report directly to the Executive Director of the Catholic Foundation of South Louisiana.

Essential functions of the position include but are not limited to:

- Writing high-quality grant proposal narratives, applications, and supporting documents
- Researching, collecting data, and writing each grant for the diocese, parish, and other ministries
- Working with department managers, pastors, and principals to compile financials and necessary data for grants
- Managing the proposal submission process to ensure timely submission of all required materials
- Participation in the development of an annual grant strategy
- Conducting prospect research to identify, cultivate, and solicit new grants
- Assisting in the writing of the annual bishop's appeal support materials and letters.

The ideal candidate must possess excellent interpersonal and communication skills. Strong computer skills including MS Office software are required. Must be able to maintain confidentiality; work independently and as a team; and multi-task in a fast-paced environment.

The candidate shall possess:

- A Bachelor's Degree
- 2 years minimum experience in research and grant writing required; nonprofit experience a plus
- Demonstrated ability to write successful grant proposals
- Knowledge of area foundations and corporations preferred
- Knowledge of Roman Catholic Church Teachings
- A service-minded leader, diplomatic yet decisive, a good listener, and results-oriented strategist, adept at planning, prioritizing, and follow-through
- Safe Environment Training and all required updates of the program, including a criminal background check.

The position will require a work schedule of 35 hours per week; Schedule can be flexible.
Normal business hours: Monday- Friday 8:30 am-4:30 pm with a 1-hour lunch break
Compensation will be commensurate with experience and education.

For consideration, please submit a cover letter, including salary requirements, and a resume to hr@htdiocese.org. A full job description is available upon request.

Applications are now being accepted until October 25, 2021, or until the position is filled.

The Diocese of Houma-Thibodaux is an Equal Opportunity Employer and does not discriminate against applicants or employees by reason of race, color, religion, sex, national origin, age, disability, veteran status, genetic information of any other basis prohibited by applicable law.*

**The Diocese, in its sole discretion, reserves the right to require "practicing Catholic" to be a qualification for a position.*