

Are you ready to join a mission-driven team who is making a difference in the lives of hundreds of children and families from around our state, country, and world, here in North Texas? If you're passionate about non-profit organizations, we have an exciting opportunity waiting for you! We are on the lookout for talented individuals who are not afraid to maximize their unique skills and talents to build community and have a sense of duty to contribute to the greater good. If you are ready to make an impact and be part of something extraordinary, keep reading!

 **What we do:**

Imagine learning that your child is ill, and you will need to travel to a different city to receive the medical care they need – away from your home, your job, and your support system. This is the reality for the families who stay at the Ronald McDonald House of Dallas. Our goal is to provide a safe, supportive, and warm “home-away-from-home” for these families – so they can stay together as a family and focus solely on the health of their child.

 **Why Ronald McDonald House Dallas?**

We are a FREE "home away from home" for families with ill or injured children. RMHD provides three meals a day, 365 days a year for our guest families. Our House can accommodate 89 families every night and was designed with our families’ comfort in mind. We also offer a place for families to rest on-site at the hospital in one of our family rooms and spread cheer room to room with a mobile hospitality cart.

**Contract Grant Writer**

The primary responsibility of the Contract Grant Writer is to support the Development Department’s fundraising efforts by securing funding for RMHD through grant proposals to local, regional, and statewide private and corporate foundations. This role will also be responsible for grant research, prospecting, and the stewardship of grant funders through regular reporting. The Contract Grant Writer is knowledgeable of the mission, goals, and objectives of RMHD and reports to the Chief Development Officer (CDO).

**What you need to know:** Excellent research and writtenCommunication skills, Microsoft word, Excel, and familiarity with a Project Management Tool such as Trello or Monday is required. Knowledge of area funders is a plus. **Qualifications**: College preferred and 5 or more years of experience in grant writing is required.

**Job Status: Part-time**

**Work hours: Flexible. Can be a primarily remote position.**

**How to Apply:** When you join our team, you become part of an exceptional organization that provides comfort and care to children and families from across the world. If you are interested in this position, please forward your resume, a writing sample, and salary requirement to Anyika McMillan-Herod at aherod@rmhdallas.org.

We are proud to have served families from all over the state, country, and world for the past four decades. Join us in this important work and make a difference in the lives of many while they face the unthinkable.

RMHD is an equal opportunity employer. In accordance with anti-discrimination law, it is the purpose of this policy to effectuate these principles and mandates. RMHD prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law. RMHD conforms to the spirit as well as to the letter of all applicable laws and regulations.