**JOB POSTING: Research & Grant writing Associate**

Texas Trees Foundation | Dallas, TX 75247

**ORGANIZATION:** The Texas Trees Foundation, a nationally recognized nonprofit, transforms communities by maximizing the benefits of trees to support human health. Through education, scientific research, and evidence-based design, Texas Trees is advancing urban forestry to reimagine our cities into greener, cleaner, cooler and healthier places to grow and thrive.

**POSITION OVERVIEW:** The Research & Grant writing Associate is a critical thinker and storyteller responsible for communicating the impact of Texas Trees’ work to current and prospective funders and implementing Texas Trees’ approach to strategic growth. Reporting to the Director of Communications & Engagement, the Research and Grant writing Associate advances Texas Trees’ awareness and fundraising to support its portfolio of community-serving programs. The Associate will:

* Track and identify potential funding opportunities for Texas, including from private foundations, corporations, and government entities.
* Serve as the lead writer and process manager for multidisciplinary funding requests and updates, including project proposal and grant requests.
* Prepare correspondence, presentation materials, and other updates to support donor cultivation.
* Working closely with program teams, prepare program updates to philanthropic funders to share progress and impact of Texas Trees’ work.
* Lead desktop research to support development of new and refined program opportunities for Texas Trees to advance its mission.
* Support the production of high-quality written and graphic materials by:
	+ Translating complex ideas and writing for a variety of audiences.
	+ Creating and managing updates to print and digital copy; implementing feedback and edits across all digital and print materials.
	+ Edit and proofread written communications to ensure that they are error free, up to date, and adhere to Texas Trees’ style guidelines.
	+ Help refine and improve writing and editing processes across organization.

**QUALIFICATIONS & SKILLS:** The ideal candidate will possess:

* Exceptional writing capabilities;
* Strong critical thinking and analytical skills to support desktop research
* Strong self-motivational qualities and self-accountability;
* A commitment to excellence and strong attention to detail;
* Track record of planning, organizing, and executing tasks efficiently, ensuring alignment with goals, timelines, and commitments.
* Deep satisfaction in serving others and enhancing all communities served by TTF;
* Collegial attitude and joy in working with teams comprised of similarly motived individuals; and
* Taking joy and inspiring others in fulfilling Texas Trees mission of improving the health of cities and people through the transformative power of trees.
* Education: Bachelor's degree in a relevant field, with significant humanities research and/or writing experience.
* Computer: Proficiency with Microsoft Office suite (Word, Excel, Outlook, PowerPoint, etc.).

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**Work Hours/Compensation:** This is a full-time position, which provides competitive pay commensurate with experience ($55,000-$65,000); 75% health insurance coverage; vacation; and a supportive and engaging work environment with opportunities for professional development. Hybrid schedule (3 days/week in office).

**Submittal:** Please send a cover letter and resume to: stephanie@texastrees.org. Resumes will be accepted until the position is filled.