



Friends of Lyndon B. Johnson National Historical Park

Volunteer Job Description: Grant Writer

Position Overview: The Friends of Lyndon B. Johnson National Historical Park is a 501(c)(3) nonprofit organization that provides ongoing support for educational park programs, restoration efforts and recreational events.

As a Grant Writer for Friends of the Lyndon B. Johnson National Historical Park (LBJ NHP), you will play a crucial role in securing funding for programs and initiatives. You'll be responsible for identifying potential funding opportunities and crafting compelling grant proposals that align with the Friends' goals.

Key Responsibilities:

- Research and identify potential grant opportunities from foundations, corporations and government agencies
- Collaborate with LBJ Friends Board members and Staff to gather information and data required for grant applications
- Write clear, compelling and well-organized grant proposals and supporting documents
- Review and edit grant proposals to ensure accuracy, completeness and compliance with grant requirements
- Maintain a calendar of grant deadlines and ensure timely submission of proposals
- Track and document the progress and outcomes of submitted grant applications
- Assist in developing and maintaining relationships with funders and stakeholder

Qualifications:

- Excellent written and verbal communication skills
- Strong research and analytical skills
- Attention to detail and ability to produce high-quality work under deadlines
- Previous experience in grant writing or nonprofit development a plus
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and Google Workspace
- Ability to work independently and collaboratively as part of a team
- Strong organization and time management skills

Benefits:

- Opportunity to make a meaningful impact in preserving history and enriching the community
- Gain practical experience in grant writing and nonprofit development
- Enhance your knowledge of President Lyndon B. Johnson and the history of the LBJ National Historical Park
- Develop skills in research, writing and project management
- Network with professionals and other volunteers in the nonprofit sector
- Flexible scheduling to accommodate other commitments
- Receive a letter of recommendation upon successful completion of the volunteer term

Join us as an Ambassador for Friends of LBJ NHP and help inspire others to discover and appreciate the legacy of President Lyndon B. Johnson and the beauty of the LBJ National Historical Park!