



Fort Cavazos Family Scholarship Fund

PO BOX 5299 Fort Cavazos, TX 76544

www.fortcavazosscholarship.org

president@fortcavazosscholarship.org

Grant Writer

The Board is looking for an organized, detail-oriented skilled writer who is passionate about supporting educational opportunities for dependents of Active Duty service members and retirees. Ideal candidates have experience on non-profit boards; experience on scholarship boards or with scholarship giving processes; and experience or interest in fundraising. The expected average time commitment for the Grant Writer is 2-4 hours per month.

Note: Board Members may not apply or have any family member apply for a scholarship while serving on the Board.

The Grant Writer shall:

- a. Track and meet grant application deadlines
- b. Network and build relationships with local Private Organizations on Fort Hood
- c. Submit bi-annual grant applications to on-Post non-profit Private Organizations, including the Fort Hood Area Thrift Shop and the Fort Hood Spouses' Club, among others
- d. Seek funding from other sources, both in the local area and nationally
- e. Maintain records of yearly grant request submissions
- f. Provide contact information to the Secretary for writing thank you notes
- g. Provide a report of all activities within his/her scope of responsibility at each Executive Board meeting