



POSITION TITLE: *Resource Development/Grant Writer*  
SUPERVISOR: *Policy, Impact and Innovation*  
STATUS: *Exempt*

## About Us

Founded in 1974, cdcb | come dream. come build provides safe, sanitary affordable housing to the citizens of South Texas, and is one of the largest non-profit producers of single-family housing for homeownership in Texas. cdcb is a multifaceted affordable housing organization devoted to utilizing collaborative partnerships to create sustainable communities across South Texas through quality education, model financing, efficient home design, and superior construction.

Our dedicated team members work to improve the lives of low to moderate families and individuals to grow wealth and improve families educational, housing, and financial security. We offer industry competitive compensation, excellent benefits with a five-decade old firm. cdcb is an inclusive and exciting work environment. We are looking for a knowledgeable and self-motivated individual to join our team.

## Summary

The Resource Development Manager is responsible for fundraising, grant management, and assisting in project implementation.

## Duties and Responsibilities

- Identify, apply for, and track grant opportunities that align with cdcb programs and initiatives.
- Write effective grant narratives that demonstrate community need and utilize appropriate evidence
- Manage the grant life-span from initial application to implementation, maintaining all documents, communicating all requirements, and meeting all deadlines.
- Assist the Reporting Coordinator to ensure cdcb meets all grant reporting requirements in a timely and efficient manner.
- Maintain organized grant files, accessible to cdcb staff, that contain all grant related materials.
- Assist cdcb staff in coordinating grant funded programs.
- Assist cdcb staff to ensure grant compliance.
- Assist the Director of Policy, Impact, and Innovation in data collection and synthesis, especially when related to grant and program impact.

[www.cdcb.org](http://www.cdcb.org)

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- Research, design and implement innovative and effective funding strategies/programs/pathways.
- Develop relationships with potential funders including philanthropic foundations, government entities, private businesses, and local leaders.
- Maintain knowledge of local dynamics and context that affect clients, including developments related to housing affordability, economic opportunity, financial well-being, and wealth building.
- Design and build best practices systems and processes.
- Carry out additional duties as assigned

#### Required Qualifications, Skills and Experience

- A bachelor's degree; minimum 3 years professional experience in related field;
- previous grant writing and contract management essential
- significant experience in financial management
- exceptional writing and verbal skills
- ability to think critically and connect the dots between important details and big picture
- strong organizational skills; word-processing, spreadsheet, and internet skills and the ability to work as a team player.
- Demonstrable awareness and sensitivity to the needs of the populations we serve.

#### Supervisory Responsibilities

- N/A

#### Compensation and Benefits

- Salary – \$45,000 - Based on Experience
- Bonus – Based on production goals met
- 100% of premium for health, vision and dental benefits paid by cdcb.
- Life Insurance
- 401K retirement plan (no match required)
- 11 paid holidays
- Vacation Days - Based on Length of Service
- Personal Days - Based on Length of Service

To apply submit resume, cover letter to: [ksaldana@cdcb.org](mailto:ksaldana@cdcb.org)

**cdcb IS AN EQUAL OPPORTUNITY EMPLOYER**

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