

**GRANT WRITER**  
**Part-Time**  
**Diocese Of Stockton Pastoral Center**

The Diocese of Stockton has an immediate opening for a Grant Writer. This is a part-time position, working 20 hours per week. The Grant Writer is responsible for identifying, researching and preparing grant proposals to secure funding from foundations, corporations, and government entities in support of the pastoral, educational, charitable, and community programs of the Roman Catholic Diocese of Stockton. This position works collaboratively with diocesan leadership, program directors, and financial personnel to develop competitive proposals and ensure compliance with grant requirements.

Qualifications:

- Bachelor's degree in English, Communications, Nonprofit Management, Public Administration, or related field required.
- Minimum of two to five years of professional grant writing or nonprofit development experience preferred.
- Excellent written, editing, and proofreading skills with the ability to communicate program impact clearly and persuasively.
- Ability to manage multiple priorities and meet strict deadlines
- Proficiency with Microsoft Office and experience with grant tracking systems or fundraising databases preferred.
- Must have a valid California driver's license.

Salary range \$35 - \$50 per hour. For a full job description or to apply, please email cover letter and resume to [jobs@stocktondiocese.org](mailto:jobs@stocktondiocese.org).