Grant Me The Wisdom Foundation primarily writes grants to support non-profits with a global focus on women and girls’ education and healthcare. As Impact Partners members, we invest in world-changing documentaries focused on reaching grassroots, global audiences.

We are looking for a multi-skilled person who can support the executive director in creating content that will encourage women and girls’ empowerment as well as other timely content that is religious, feminist, political or educational. We are housed in a small family office of six people in Houston, Texas so we all wear many hats.

Responsibilities:

- Work directly with ED and support her areas of focus.
- Update social media on a regular basis. Blog, write, post on Instagram, Facebook, Twitter, You Tube, etc. Mastering the use of social media is key to doing this job well. Support foundation grantees and investments especially as related to documentaries in their social media, content creation, website content, etc.
- Recreate GMTW website with outside website design firm and continually update.
- Ability to create 1-3 minute shorts using Mac products. Example - 7 Reasons Why Men Should Not Be Pastors [https://www.youtube.com/watch?v=UdiezfoZkew](https://www.youtube.com/watch?v=UdiezfoZkew).
- Able to anticipate problems and see areas of possible growth and change. We always want to be the best.
- Able to run competitions for shorts that are social change-oriented.
- This job will evolve over time as projects and the world changes.

Qualifications:

- Bachelor’s degree and 1-3 years experience in multimedia communications.
- Ability to work independently but know when to ask questions. Creativity, organized, focused, able to meet deadlines by managing and prioritizing multiple projects.
- Commitment to feminism, women & girls’ education and health care. Knowledgeable about what is going on in the world nationally, internationally and particularly with women and girls. Interest in documentary films.
- Excellent skills in the use of all Apple products (hardware & software), photography and video capabilities, editing, etc. Basic graphic design, coding a plus, know what tech changes are on the horizon.
- Able to work in our Houston office and may require some travel.
- Excellent communication skills both written and verbal.

We Offer:

- Full-time job with some flexibility about office hours.
- We offer standard benefits, insurance, 401K, etc.
- Salary starts at $40,000

Apply by sending your resume and a 30 second video on why you should be hired to Info@GMTW.org.