



Grants Coordinator VISTA (AmeriCorps)

Full-Time | 1-Year Service Term | Begins April 6, 2026

Please Note:

- This is not a salaried position. This is a full-time AmeriCorps VISTA service role with Entryway. VISTA members serve for one year and receive a modest living stipend and AmeriCorps benefits. For more information: [AmeriCorps VISTA Member Handbook](#)
- This is a remote position, but VISTA members must reside in one of the following metropolitan areas: Atlanta, Austin, Charleston, Charlotte, Columbus, Dallas-Fort Worth, Denver, Houston, Nashville, Orlando, or Phoenix.

Help Build the Funding Behind the Mission

Entryway helps individuals and families facing situational homelessness return to economic independence through employment, training, mentorship, and housing partnerships.

As our Grants Coordinator VISTA, you'll strengthen the funding framework that sustains this work nationwide. Your service will increase revenue, diversify funding sources, and create long-term sustainability across 11+ markets.

About Entryway

[Entryway](#) is a national nonprofit operating in 11 regional markets. Founded in 2014, we restructured after the pandemic and now operate with the agility and energy of a start-up, while backed by seasoned professionals committed to long-term impact.

Our team works remotely, with weekly all-staff videoconferences that keep us connected, collaborative, and innovative.

What You'll Do

This role focuses on building grant-writing capacity and systems across all Entryway markets. You will:

- Increase the number of annual grant applications to local governments, corporate, family and private foundations
- Research and write grants for 11+ local service markets
- Create messaging templates customized for each region
- Build annual grant calendars to coordinate submissions



- Design and implement a grants management system that integrates data across markets
- Develop best-practice guides and grant training materials for staff
- Evaluate and improve Entryway's grants process over time

Time allocation:

- ~50% writing grants and developing templates
- ~50% researching opportunities, building systems, and designing sustainable processes

You'll work independently while collaborating closely with senior leadership.

The Impact of Your Service

By the end of your year, you will have created a scalable, organized framework that equips teams in 11+ markets to secure more diverse funding from public, corporate, and private sources.

Your work will directly increase Entryway's ability to help families achieve economic stability.

Who We're Looking For

You may be a strong fit if you:

- Have excellent writing and proofreading skills
- Use AI thoughtfully as a refinement tool (not a substitute for strong writing)
- Are comfortable with technology tools and systems
- Enjoy research and strategic thinking
- Thrive in collaborative environments
- Maintain high standards for quality, professionalism, and discretion
- Are motivated by mission-driven, capacity-building work

To Apply

Send a resume and cover letter to info@entrywaytalent.org or apply online at AmeriCorps here: <https://my.americorps.gov/mp/listing/viewListing.do?fromSearch=true&id=128563>