

JOB DESCRIPTION

GRANT WRITER/MANAGER

EDUCATION: Bachelor Degree. Minimum of three years' experience in writing and managing grants, preferably for a non-profit organization.

REPORTS TO: Chief Advancement Officer

SKILLS:

- Excellent project management, organizational, interpersonal, and presentation skills
- Strong command over written and verbal communication
- Good understanding of the organization's overall mission and its objectives
- Proficient in using computers with related knowledge of software programs and Internet
- Ability to perform in a cross-functional team approach and with shared job responsibilities
- Experience with developing and monitoring budgets and financial reporting
- Ability to prioritize work and produce quality, timely work with attention to detail

PRIMARY DUTIES:

- Perform relevant research to identify available grant opportunities and evaluate fit/feasibility
- Research effective and authentic funding opportunities having a lawful and proven track record
- Technical grant writing, coordinated with other appropriate departments
- Assist the CAO in grant implementation according to operational/financial organizational needs
- Keep the relevant others informed about upcoming deadlines and deliverables, thereby ensuring smooth completion of work responsibilities
- Prepare and submit required grant progress reports and close out documents, working with the CFO to appropriately invoice and account for funding
- Prepare financial or budget plans and allocation along with the CAO and the finance department in accordance with each grant and the Center's rules and regulations
- Monitor paper work and other related documents connected with grant-funded programs
- Follow strategies described by the CAO to optimize the grants administration process
- Provide training to new staff on grants management and reporting requirements

OTHER DUTIES:

- Other duties as assigned by supervisor

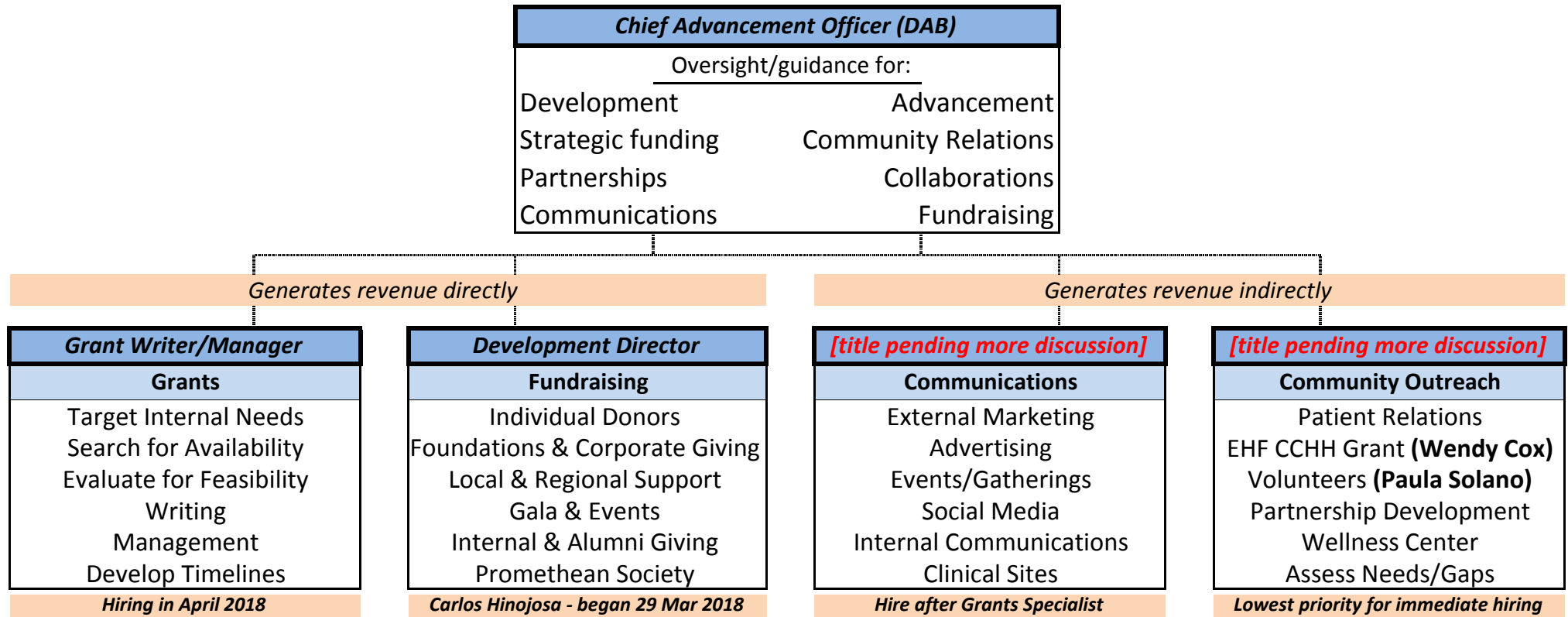
PHYSICAL AND MENTAL REQUIREMENTS:

- Possess a valid Texas driver's license and appropriate liability insurance
- Visual and auditory accuracy
- Shift length - 8 hours
- Indoor setting
- Frequent use of computer
- Long periods of sitting
- Frequent use of telephone
- Continuous repetitive grasping and manipulation with both hands
- Continuous conversational communication
- Occasional reaching
- Frequent use of personal car
- Occasional travel
- Read and interpret detailed specifications

Advancement & Community Relations Department

Staffing Structure

26 Mar 2018



These positions are idealized as distinct/separate positions, but that reality may vary due to:

Departmental budget; available talent pool; each individual's skill set (e.g., someone may possess a desirable combination of skills that cuts across positions); the need/desire for a full-time (1.0 FTE) person for each position; whether the position is internal (as opposed to contractual); etc.

Development - process by which an organization **increases public understanding** of its mission and **acquires financial support** for its programs.

Advancement - process of **building awareness & increasing support** from **all constituent bodies & programs**; in addition to *development*, this encompasses **internal stakeholders**, **public relations**, & **governmental relations**.