

FAMILY HEALTH CENTER

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 & 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