

Houston Area Women's Center Grant Specialist

POSITION SUMMARY: Grant Writer has primary responsibility for assisting the Director of Institutional Giving in researching new grants and managing the entire grant development process program design, narrative writing, budget building, form completion, application submission - for public sources and private institutions. Responsibilities include researching and selecting government agencies with strong interest in the organizations mission and programs, identifying organizational programs and services for potential funding and building relationships with government staff. Work with Programs, Accounting, People + Culture, Business Excellence, Development, and Quality Management to design programs, develop goals and objectives, and leverage partnerships for all government grants.

Work Schedule:

Monday Friday
9am 6 pm

Local Travel: 25%

Tasks:

- Work with program staff to develop the case for funding, and preparing and submitting proposals and grant applications to government sources
- Draft grant budgets and write all grant narratives, submit timeline to other agency personnel for input and validation
- Attend funding conferences and webinars as required by funding agencies
- Develop, complete and submit grant applications within the strict timelines
- Manage government grant application calendar to ensure all deadlines are met
- Monitor, on a daily/weekly basis, all government grant websites and portals for new funding opportunities
- Stay abreast of HAWC strategic, operational and facility plans in order to identify appropriate funding resources
- Monitor all grants requiring eligibility certifications and renewal applications and submit within the strict timelines
- Convene key staff from all divisions to collect and interpret data, delegate responsibilities and secure all approvals for all government grants
- Participate in technical assistance meetings at federal, state, and local levels
- Present new opportunities to Executive Leadership Team for approval to proceed within 72 hours of RFP release
 - o Summarize specifics and requirements, confirm fit, feasibility and gap fill potential
- Create project management plan for every opportunity pursued
- Identify problems, develop and implement solutions and where necessary, work with Chief Development
- Officer to initiate coordination with other grant functions and other departments within the agency for overall grant coordination
- Once awarded, lead grant launch meeting with appropriate staff
- Ensure understanding of program budget, outputs/outcomes, personnel, and other commitments among all relevant staff, to ensure success in post-award phase
- Grants requiring salary data, keep confidential
- Other duties may be assigned

Education: Bachelors degree required; Demonstrated academic research experience preferred.

Experience: 3+ years of progression in experience developing government grant proposals, including program design, budget creation, and narrative writing. Thorough understanding of state and federal grant guidelines a must

Abilities:

- Manage internal stakeholders across departments
- Ability to work with minimal supervision and to exercise independent judgment and discretion
- Demonstrated ability to establish and meet timelines
- Develop financial budgets and expenditures
- Demonstrated excellence in written & oral communications
- Strong organizational skills
- Ability to write using prescribed format as requested by funder and conform to all rules of content restrictions, punctuation, grammar, and style

Computer Skills: Experienced in Microsoft Office specifically Word, Excel and Outlook, and website portals for all government agencies.

Certificates & Licenses: Texas drivers license with a good driving record; reliable transportation; ability to travel to off-site locations utilizing personal transportation

Physical Demands: Ability to stand and walk around for extended periods of time is required. Employee will also need to need to squat or bend, reach outward or upward to effectively discharge job duties. Job incumbent must be able to lift/carry and/or push/pull up to 40 lbs., if applicable.

Essential Function Statement: The Houston Area Womens Center has reviewed this job description to ensure that essential functions are included with the tasks. To perform this job successfully, an individual must be able to perform the essential duties satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Our Mission: The Houston Area Women's Center works to end domestic and sexual violence and supports all in building safe and healthy lives through advocacy, counseling, education, shelter and support services.

The primary work location for the incumbent in this position is at the agency's education and administration building, and in the field. NOTE: A certain number of assigned weekly hours will be virtual, with the amount varying based on current organizational operating hours and leadership direction.

EOE Statement: Houston Area Womens Center is an Equal Opportunity Employer - Qualified applicants are considered for employment without regard to age, gender, race, color, creed, religion, sex, national origin, physical or mental disability, veteran status, sexual orientation, gender expression, gender identity or any other illegal grounds

Disclaimer: This job description is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, tasks or skills. Additional functions and requirements may be assigned by manager as deemed appropriate.

This document does not represent a contract of employment, and the agency reserves the right to change this job description and/or assign tasks for the employee to perform, as the agency may deem appropriate. Should such duties become routine, the description may be revised at any time.

How To Apply: To submit an application for this position, please [apply here](#).