

## **Houston Area Women's Center Director of Grant Development**

**Level:** Experienced

**Job Location:** Waugh - Houston, TX

**Position Type:** Full Time

**Education Level:** 4 Year Degree

**Travel Percentage:** Up to 25%

**Job Shift:** Day

**Job Category:** Nonprofit - Social Services

### **POSITION SUMMARY**

The Director of Grant Development has the primary responsibility of managing and growing the organizations public grant revenue, including grants from federal, state, city, and county agencies. Responsibilities include researching and identifying government funding; identifying HAWC programs and services in need of funding; leading the program design, writing, and submission of grant proposals; and providing strategic direction of the agency's grant revenue.

The Director of Grant Development is a part of the agency's Leadership Team.

### **Work Schedule:**

Monday Friday

9am 6 pm

**Local Travel:** 25%

### **Tasks:**

- Stay abreast of HAWC strategic, operational and facility plans in order to identify appropriate funding resources
- Monitor public policy and its implications on funding for HAWC; identify potential new funding sources from government entities.
- Present new opportunities to Executive Leadership Team for approval to proceed within 72 hours of RFP release
  - Summarize specifics and requirements, confirm fit, feasibility and gap fill potential
- Responsible for program design, writing, budget development, completion, and submission of all grant opportunities:
  - Supervises Grant Specialist and works with Development Coordinator to ensure completion of logistical tasks like overall project management, compliance forms, signature acquisition, grant portal management, and final submission.
  - Convenes appropriate leadership from People and Culture, Accounting, Client Services, and Quality Management to design programs, collect and interpret data, develop goals and objectives, and leverage partnerships for all grant opportunities.
- Works closely with the Vice President of Quality Management to improve upon and ensure adherence to the Grants Management process during every grant life cycle
- With support from the Grant Specialist, closely monitor all public grant revenue
- Assist in the submission of development of foundation and corporate grant proposals, as needed.
- Participate in monthly Operations Review meetings with agency leadership; present high-level summary of government grant revenue
- Attend funding conferences, webinars, and technical assistance meetings as required by funding agencies
- Handle all grants requiring salary data, keeping this information confidential
- Other duties may be assigned

**Education:** Bachelor's degree required

**Experience:** Seven years of experience developing public and private grant proposals, including program design, budget creation, and narrative writing.

Three years' experience managing a team.

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 judgement and discretion
- Demonstrated ability to establish and meet timelines
- Develop financial budgets and expenditures
- Demonstrated excellence in written & oral communications
- 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

**Certificates & Licenses:** Texas driver's 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 Women's 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 Women's 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.

Interested applicants can apply at [Director of Grant Development \(paycomonline.net\)](https://paycomonline.net)