

Houston Area Women's Center Grant Development Specialist

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 Grant Specialist has the primary responsibility for assisting the Director of Grant Development in the management and submission of HAWCs growing portfolio of government grant applications. The Grant Specialist will support the entire grant development process for each grant application with special emphasis on project management, grant portal use, and form completion.

Note: In-person demonstration of basic Excel and Adobe skills will be required during interview process. 1 writing sample requested.

Work Schedule:

Monday Friday

9am 6 pm

Local Travel: 25%

Tasks:

- Assist Director of Grant Development in submission of grant applications within strict timelines
 - Create project management plan for every grant opportunity pursued
 - Coordinate, attend, and record action items for application planning meetings led by the Director of Grant Development
 - Lead review and approval process for all government grant application forms requiring signature.
 - Compile and edit grant applications
- Manage the government grant application calendar to ensure all deadlines are met
- Monitor, on a daily/weekly basis, government grant websites and portals for new funding opportunities
- Attend funding conferences and webinars as required by funding agencies, if needed
- Attend Technical Assistance calls with funding agencies, if needed
- Assist with non-government grant funding, special events, and other Development duties as needed.
- Grants requiring salary data, keep confidential
- Other duties may be assigned

Education: Bachelor's degree required; demonstrated academic research experience preferred.

Experience: 3 years of experience assisting in the development of government grant proposals, including program design, budget creation, and narrative writing. Experience using government grant portals and Excel is required.

Abilities:

- Understanding of financial budgets and expenditures
- Superb organizational skills and attention to detail
- Demonstrated communication and writing skills

- Ability to proofread and edit documents for grant applications
- Ability to summarize specifics and requirements of funding opportunities
- Ability to maintain calm and flexible when adhering to strict deadlines

Computer Skills: Excellence in all Microsoft tools, including Word, Excel, Powerpoint. Excellence in Adobe. Adapt to various government grant portals.

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 [Grant Development Specialist \(paycomonline.net\)](https://paycomonline.net).