



## JOB DESCRIPTION

### Grants Specialist

**EDUCATION:** High School Diploma or equivalent required; college hours preferred.

**REPORTS TO:** Grant Writer/Manager

**SKILLS:**

- Efficient organizational and planning skills, as reflected in the abilities to prioritize multiple simultaneous tasks, meet deadlines, and produce timely, accurate results in a sustainable fashion
- Proficiency in written & verbal communications; Spanish language skills preferred
- Capacity to interact comfortably with staff, patients, community partners, and community members
- Ability to perform in a cross-functional team approach with shared job responsibilities
- Ability to prioritize work and produce timely work with attention to detail
- Understanding of the organization 's overall mission, history, culture, and objectives
- Computer literacy with related knowledge of software programs, Internet, social media, and mail
- Capacity to maintain and monitor current social media and respond to inquiries

**PRIMARY DUTIES:**

- Follow strategies described by the CAO to optimize team functioning
- Provide assistance to Grant Writer/Manager in searching, documenting, and compiling grant opportunities – as well as supporting the implementation process according to operational/financial organizational needs
- Keep relevant others informed of deadlines, thereby ensuring smooth completion of work responsibilities
- Assist in the preparation and submission of required grant progress reports and closeout document
- Coordinate grant management activities
- Perform tasks with a high level of integrity, and in a manner consistent with WFM's mission and culture
- Perform relevant research to identify available grant opportunities and work with Grant Writer/Manager to evaluate fit/feasibility
- Research effective and authentic funding opportunities having a lawful and proven track record
- Prepare and submit assigned grant proposals
- Prepare financial or budget plans and allocation along with the Grant Writer/Manager and the finance department in accordance with each grant and the Center's rules and regulations
- Track assigned grant expenditures/budget
- Follow strategies described by the Grant Writer/Manager to optimize the grants administration process

**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; long periods of sitting; frequent use of computer, telephone
- Continuous repetitive grasping and manipulation with both hands; occasional reaching
- Continuous conversational communication
- Occasional use of personal vehicle (expenses may be reimbursed under specific circumstances)

05/13/2022