



JOB DESCRIPTION
Grant Writer Manager

EDUCATION: Bachelor's degree. Two years' experience in writing and managing grants, preferably for a non-profit organization.

REPORTS TO: Chief Executive 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, possess good knowledge of planning and strategizing financial and budgeting issues, proficient in using computers with related knowledge of software programs and Internet. Ability to perform in cross-functional team approach and job responsibilities. Experience with basic financial management skills including developing and monitoring budgets and financial reporting. Ability to prioritize work, meet deadlines and produce quality results on time with attention to detail.

PRIMARY DUTIES:

- Identify and develop strategies to optimize the grants administration process
- Perform relevant research to identify available grant opportunities and evaluate the results
- Grant writing, coordinated with other appropriate departments
- Research effective and authentic funding opportunities having a lawful and proven track record
- Oversee the implementation of grants according to the operational and financial needs of the organization
- 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, and to work with the CFO to appropriately invoice and account for funding
- Prepare financial or budget plans and allocation along with 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
- Provide training to new staff on grants management and reporting requirements

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
- continuous use of computer
- long periods of sitting
- frequent use of telephone
- continuous repetitive grasping and manipulation of both hands
- continuous conversational communication

- occasional reaching
- frequent use of personal car
- occasional travel
- read and interpret detailed specifications