

Job Title	Grant Writer
Employer/ Agency	Lone Star College
Job Description	<p>Primarily responsible for grant writing/development, including but not limited to identifying federal and state resources and grant opportunities that match Lone Star College initiatives and strategic goals, conducting and evaluating research, and working collaboratively with internal and external personnel to develop grant proposal components (including logic model, budget and other required documents) that support the mission and goals of Lone Star College.</p> <p>Job Functions</p> <ol style="list-style-type: none"> 1. Researches grant and resource opportunities through electronic and print materials and makes referrals for departmental consideration. Assists team in developing multi-media resource development and administration tools to facilitate grant seeking and administration activities. 2. Identifies, collects, analyzes, and coordinates with others to identify data needs for resource development projects. Produces grant applications, collaborative proposals and other appropriate resource development materials. Prepares and submits final productions. 3. Coordinates and provides communication (oral, written, technology) with a variety constituents regarding grant development, review and approval processes. 4. Performs technical, analytical and professional tasks with particular emphasis on the collection, interpretation, assessment of feasibility and alignment with LSC strategic goals and initiatives, aggregation and evaluation of data, and the incorporation of data into proposals. 5. Facilitates workshops for and provide technical assistance to college staff, faculty, administrators, and teams in the area of grant writing and development. Assists faculty and staff in directly accessing information concerning potential grant funding opportunities. 6. Completes and assists others in the completion of federal, state, local and foundation grant applications. 7. Participates in grant technical training provided by funding agencies and keeps abreast of changing grant standards and proposal guidelines. 8. Develops relationships with appropriate funding source members, both state and federal foundations. Prepares and facilitates proposal meetings with internal and outside community partners. Networks with other community college and university staff to share best practices for Resource Development. 9. Monitors pending grant proposals. Follow-up with funding agency as necessary.
Qualifications	<p>Required Qualifications</p> <ul style="list-style-type: none"> • Bachelor's degree and at least 3 years of related work experience, or an equivalent combination of education and experience in grant development/writing or technical writing. <p>Preferred Qualifications</p>

	<ul style="list-style-type: none"> • Grant development/technical writing experience in higher education. • Experience developing/writing Federal/State grants
Salary/Hours	Hiring Salary is \$47,865
Employer/Agency	Lone Star College
Address	20515 SH 249
City, State, Zip	Houston, TX 77070
Contact Person	Sparkle Cephus
Contact Title	Recruiter
Telephone Number	832-813-6652
Fax Number	
Email Address	Sparkle.l.cephus@lonestar.edu
Application Method	http://jobs.lonestar.edu
Opening Date	12/9/16

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.

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