

Job Title	Community Projects Specialist – Grants
Employer/ Agency	The Montrose Center
Job Description	<p>The Montrose Center seeks a Community Projects Specialist – Grants to research, write and prepare exploratory foundation grants for programs and services within the mission of the Center. Lead responsibilities include cultivating foundation and community group donors and developing and implementing a foundation and community group fundraising plan; managing agency grant calendar; preparing grant budget with oversight; preparing all grant reports; meeting all grant deadlines. Assists with government grant writing and in implementation and tracking of three-year fund development plan.</p>
Qualifications	<p>Requirements: Minimum Bachelor’s degree in Nonprofit Management, Development, English, Communications, Business, Public Administration, Public Health or other relevant field. Master’s degree preferred. Bilingual American Sign Language or Spanish a plus. At least three (3) years successful experience in grant or other technical writing, fund development, marketing and working with volunteers. Effective and grammatically-correct creative and technical writing skills. Ability to work under short deadlines. Ability to manage several projects at once. Computer database management experience and skills. Possesses a perspective accepting of a wide variety of people’s problems, attitudes and lifestyles. Good interpersonal skills and the ability to work on a team, with volunteers, and with boards of directors.</p> <p>To Apply: Send cover letter, resume, and salary requirements in PDF to employment@montrosecenter.org.</p> <p>Equal Opportunity Employer It is the policy of the Montrose Center to recruit, hire, train, compensate and promote staff members on the basis of merit and without discrimination on the basis of age, sex, race, national origin, disability, religious preference, marital status, parental status, pregnancy, political affiliation or belief, sexual orientation or gender identity or expression.</p>
Salary/Hours	Full Time 40 hours per week.

Employer/Agency	Montrose Center
Address	401 Branard
City, State, Zip	Houston, TX 77006
Contact Person	Timothy Stewart, BA
Contact Title	Operations & Prevention Director
Telephone Number	employment@montrosecenter.org
Fax Number	employment@montrosecenter.org
Email Address	employment@montrosecenter.org
Application Method	Email/Send Cover Letter, Resume and Salary Need/Expectation
Opening Date	10.03.2018

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 mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.