

<b>Job Title</b>	Resource Development Specialist
<b>Employer/ Agency</b>	HCPSCA – Harris County
<b>Job Description</b>	<p>The Resource Development Specialist develops, plans and coordinates resource development for HCPSCA Programs:</p> <ul style="list-style-type: none"><li>• Provides assistance in grant writing and fund raising; coordinating, managing and researching grants; developing and implementing an outreach strategy to increase funding opportunities; strategic planning based on programs' goals and outcomes.</li><li>• Assists the Program Improvement and Technical Assistance Team (PITA) in data collection and analysis, program development initiatives and in ensuring all Harris County Protective Services for Children and Adults programs maintain compliance with established standards.</li><li>• This position provides a coherent, long-term approach to program expansion and funding, including program planning and evaluation strategies. Researches and identifies grant opportunities and potential programs, training and equipment availability through grant resources or alternative funding.</li><li>• Analyzes current services and grant funded projects and advise methods to achieve sustainability.</li><li>• Serves as advisor and principal liaison for proposals, program design issues and new program development.</li><li>• Develops and maintains records management systems to provide for proper evaluation, control and documentation of assigned programs.</li><li>• Assists programs in developing their short and long-range goals, work plans, objectives with measurable performance standards and financial impacts and tracks program effectiveness.</li><li>• Performs special projects and other job-related duties as assigned.</li></ul>

## Qualifications

- Bachelor's degree in Social Work, Social Sciences, Psychology or a closely related field; AND five (5) years' paid full-time experience working in a nonprofit or governmental resource development arena in a social service environment of which two (2) years included program development and grant writing activities.

### OR

- Master's Degree in Community Development, Social Work or related field; with three (3) years' paid full-time experience working in a nonprofit or governmental resource development arena of which two (2) years included program development and grant writing activities.

### Plus

- Knowledge of principles involved in strategic planning, resource allocation, leadership techniques, and developing program goals.
- Knowledge of the techniques and tools available for foundation research and research prospects.
- Skill in empathizing, valuing, and dealing successfully with the special capabilities, distinctive cultural histories, and unique needs of people of various socio-economic, ethnic, and cultural backgrounds.
- Skill in communication, public presentation, and interpersonal skills
- Skill in training and facilitation techniques to effectively collaborate and accomplish fair and open interaction.
- Self-discipline, dependable, and ability to work independently.
- Ability to manage multiple projects, and prioritize multiple tasks and demands to accomplish outcomes.
- Skill in operating a personal computer, utilizing a variety of standard and specialized software, web browsers, query tools, integrated financial systems and/or other types of records management systems.
- Ability to contribute effectively to the accomplishment of team or work unit goals, objectives and activities.
- Ability to independently develop well-written proposals, reports and correspondence based on prospect interest and strategic objectives.
- Ability to speak and communicate detailed and often sensitive information effectively, both orally and in writing.
- Ability to maintain the highest standards of ethical behavior, exercising honesty and integrity, respect,

	<p>confidentiality, and fairness in the execution of official responsibilities.</p> <ul style="list-style-type: none"> <li>Ability to establish and maintain effective relationships with government officials, community partners, and the general public.</li> </ul> <p><b>PREFERENCES:</b></p> <ul style="list-style-type: none"> <li>Master's degree in Social Work, Community Development, Business Administration, Public Administration, Organizational Management.</li> </ul>
<b>Salary/Hours</b>	<p>8:00 a.m. - 5:00 p.m. Monday - Friday</p> <p>Salary: Will Be Discussed During Departmental Interview Based on 26-Pay Periods</p>
<b>Employer/Agency</b>	Harris County
<b>Address</b>	1310 Prairie Street, Ste. 170
<b>City, State, Zip</b>	Houston, TX 77002
<b>Contact Person</b>	
<b>Contact Title</b>	
<b>Telephone Number</b>	713-274-5444
<b>Fax Number</b>	
<b>Email Address</b>	

<b>Application Method</b>	<p>Harris County has an Employment-at-Will Policy.</p> <p>Employment is contingent on passing a criminal background check.</p> <p>Upon receiving a conditional Offer of Employment, all applicants are screened for the presence of illegal drugs.</p> <p>To view your detailed application status, please log-in to your on-line profile by visiting:  <a href="http://www.harriscountytexas.gov/hrrm/employment.aspx">http://www.harriscountytexas.gov/hrrm/employment.aspx</a></p> <p>Position #01417          RESOURCE DEVELOPMENT SPECIALIST          BQ</p>
<b>Opening Date</b>	<p>06/17/16</p> <p><b>CLOSING DATE:</b> 07/08/16 11:59 PM</p>

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](mailto:mswjobs@central.uh.edu) with the hiring details of your new job opportunity. Thank you.