

Job Title	Grant Program Specialist
Employer/ Agency	Harris County Protective Services For Children and Adults
Job Description	<p>The Grants Program Specialist will be involved in all phases of funding opportunities, including promoting the funding opportunities, responding to inquiries, working with agency programs as they prepare their applications, reviewing applications (both independently and as part of the Quality Improvement team), presenting/submitting funding recommendations to the HCPS Fund Board, the HCPS Executive Team or designated entity.</p> <p>This position reports to the Quality Improvement Manager and works on all aspects of grants management for HCPS, to include, but is not limited to the following:</p> <ul style="list-style-type: none"> • Assist programs with grant reporting and grant administration • Reviews grant websites daily for new opportunities • Creates spreadsheets of all appropriate funding opportunities • Reviews previous funders and determines a current funding fit • Attends workshops and seminars regarding funding opportunities • Develops a relationship with local and regional foundation • Reviews each programs funding history • Works with program leaders to determine program plans • Research alliances and partnerships to enhance program plan goals • Identifies best fit funding opportunities for programs (independently or jointly) • Research current statistics and demographics for each grant application • Conducts full range of activities required to prepare, submit, and manage grant proposals to government, foundation and corporate sources • Coordinates grant process by serving as the liaison with the program grant team, grants accounting staff, and funding agencies on an ongoing basis • Manages database of previous grants, current grants and prospective grants and track status • Meets with grant accounting representative monthly for financial report on grant expenditures • Tracks, monitor and review program grant reporting before submission • Conducts TAG (technical assistance grant) meetings to provide to ensure program compliance • Works with program staff to ensure timely and accurate report submissions • Works with program staff to develop a dashboard to track outputs and outcomes • Creates a realistic plan to evaluate all program outcomes • Develops a standard method of evaluating success throughout the Agency • Trains and works with program staff on measures of success
Qualifications	<p>Requirements</p> <ul style="list-style-type: none"> • Bachelor's degree with a preferred emphasis in Marketing, Public Relations, Social Services, or related field

	<ul style="list-style-type: none"> • Three (3) years of full-time paid work experience working in a corporate, nonprofit or governmental arena of which two (2) years included program development, budget development, management, and grant writing activities • Must have reliable transportation with a valid driver's <p><u>Additional Requirements</u></p> <ul style="list-style-type: none"> • Strong written communication skills; ability to write clear, structured, articulate, and persuasive proposals • Strong editing skills • Attention to detail • Ability to meet deadlines • Knowledge of fundraising information sources • Experience with proposal writing • Knowledge of basic fundraising techniques and strategies • Understanding of agency history and programs • Strong contributor in team environments • Proficient in grant research and grant proposal preparation to foundations and government agencies • Knowledge of budget preparation and administration, financial record keeping and reporting
Salary/Hours	<ul style="list-style-type: none"> • Full Time • Bachelor's Degree: \$3,981.47 - \$4,307.33 • Master's Degree: \$4,378.40 - \$4,737.20 • Mileage Reimbursement
Employer/Agency	Harris County
Address	1310 Prairie Street, Ste. 240
City, State, Zip	Houston, Texas, 77002
Application Method	Online at https://www.governmentjobs.com/careers/harriscountytx/jobs/2080633/grant-program-specialist#03006
Opening Date	Immediately

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.