

Job Title	Resource Development Specialist
Employer/ Agency	HARRIS COUNTY
Job Description	<p>This position is responsible for providing a coherent long-term approach to program expansion and funding, including program planning and evaluation strategies. It also requires an understanding of program guidelines, and the ability to interpret and apply department policies and procedures. The Resource Development Specialist must be able to identify, define, and develop funding sources to support existing and planned program activities. The Resource Development Specialist will also coordinate the development, writing, and submission of grant proposals to federal, state and local entities. Will be responsible for implementing an outreach strategy to increase funding opportunities; The Resource Development Specialist will assist the Program Improvement and Technical Assistance Team (PITA) in program and agency development initiatives and in ensuring all Harris County Protective Services for Children and Adults (HCPS) programs maintain compliance with Performance and Quality Improvement (PQI) and Council on Accreditation (COA) standards.</p> <ul style="list-style-type: none"> • Researches and identifies grant opportunities and potential programs, training and equipment availability through grant resources or alternative funding. • Writes proposals to increase resources and communicate program requirements. • Monitors and evaluates contract or grant activities, monitors quality of deliverables, and tracks performance to ensure requirements are met. • Analyzes current services and grant funded projects and advises methods to achieve sustainability. • Assists programs with preparing progress reports as required by program contracts and agreements. • Assists the PITA Team with quality improvement activities such as record reviews, program reviews and annual reviews. • Provides technical assistance to agency programs. • Searches and monitors possible grants that can be submitted through the HCPS Fund Board. • Serves as advisor and liaison for the HCPS Fund Board. • Serves as advisor and liaison for new program development opportunities. • Takes initiative to build relationships with potential funders, including individual community donors. • Generates new ideas and opportunities to increase fundraising and fund development to meet and exceed revenue goals. • Attends quarterly HCPS Fund Board meetings

	<ul style="list-style-type: none"> Attends monthly supervision conference with PITA Team Leader.
Qualifications	<ul style="list-style-type: none"> Bachelor's degree in Social Work, Social Sciences, Community Development or a closely related field <u>and</u> five (5) years' paid full-time experience working in nonprofit or governmental resource development in a social service environment including three (3) experience in program development and/or grant writing activities. <p>OR</p> <ul style="list-style-type: none"> Master's Degree in Social Work, Social Sciences, Community Development or a closely related field <u>and</u> three (3) years' paid full-time experience working in nonprofit or governmental resource development in a social service environment including two (2) years' experience in program development and/or grant writing activities. <p>Plus</p> <ul style="list-style-type: none"> Experience in developing budgets for grant proposals in collaboration with program staff. Experience in planning and producing successful fundraising events. Proficient in grant research and grant proposal preparation to foundations and government agencies. Proficiency in computer programs such as Microsoft Office and Publisher. Knowledge of developing program goals, objectives and outcomes in order to support the grant writing aspect. Ability to work in a team setting to address the following activities: Program development, data collection, analysis and interpretation. Strong grant writing skills with foundation, corporation, and government proposals
Salary/Hours	<p>Hours: 8:00 a.m. - 5:00 p.m. Monday - Friday</p> <p>Salary: Will Be Discussed During Departmental Interview Based on 26-Pay Periods Plus Mileage Reimbursement</p>
Employer/Agency	HARRIS COUNTY
Address	1310 Prairie Street, Ste. 170
City, State, Zip	Houston, TX 77002



Contact Person	Human Resource & Risk Management
Contact Title	
Telephone Number	(713) 274-5444
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Application Method	Apply online: http://www.harriscountytexas.gov/hrrm/employment.aspx
Opening Date	

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