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| <b>Job Title</b>        | <b>Community Projects Specialist – Grants</b>  |
| <b>Employer/ Agency</b> | The Montrose Center  |
| <b>Job Description</b>  | 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.  |
| <b>Qualifications</b>   | <p><b>Requirements:</b> 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><b>To Apply:</b> Send cover letter, resume, and salary requirements in PDF to <a href="mailto:employment@montrosecenter.org">employment@montrosecenter.org</a>.</p> <p><b>Equal Opportunity Employer</b><br/>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> |
| <b>Salary/Hours</b>     | Full Time 40 hours per week.   |

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

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