

Job Title	Grant & Outreach Coordinator
Employer/ Agency	India House
Job Description	<p>The Grants & Outreach Coordinator will be responsible for conducting the full range of activities required to prepare, submit, and manage grant proposals and reports for public and private funders to secure revenue to support the mission. Responsible for developing and maintaining grant relationships with private corporations, foundations as well as Federal/State grant making agencies.</p> <p>Essential Duties and Responsibilities:</p> <ul style="list-style-type: none">• Collaborate with the Executive Director to develop and execute strategic fundraising efforts.• Work with Executive Director to understand unmet program needs and solicit funding for these areas.• Contribute to the overall fundraising strategy and programmatic development.• Identify funding sources and manage the research process to assign giving priority for potential funders.• Prepare, write, edit and submit grant proposals, applications and letters of inquiry.• Write eloquent, moving, and succinct letters of intent, proposals, applications, and reports.• Interact with programmatic staff on a regular basis to maintain up-to-date knowledge of activities and accomplishments, especially as needed for reports and proposals.• Assist in the implementation of the grants, ensures compliance requirements are met and establish outcome reporting measures and documentation.• Establish, cultivate and maintain relationships with major gift officers.• Perform other duties, within all areas of the department, as assigned by the Executive Director.• Assist in implementation of fundraising projects as directed.

	<ul style="list-style-type: none"> • Participate in conferences, staff meetings, and events.
Qualifications	<p>Preferred qualifications:</p> <ul style="list-style-type: none"> • Bachelor's degree with emphasis in Non Profit Management, Professional Writing, Social Sciences, Marketing or Business. • 1-3 Years' experience in grant writing Or equivalent combination education and experience evidencing competency in writing, research, fund development, budget development, and administration. • Computer literate in Microsoft Office (Word, Excel, PowerPoint and Outlook). • Fluency in written and spoken English is required. • Persuasive communication skills (written and verbal). • Comfortable working with and addressing culturally and ethnically diverse staff and community groups.
Salary/Hours	Salary will vary depending on degree/ experience level
Address	8888 W. Bellfort Avenue
City, State, Zip	Houston, TX 77031
Contact Person	Col. Vipin Kumar
Telephone Number	(713) 929-1900
Fax Number	
Email Address	vipin@indiahouseinc.org
Application Method	Interested candidates can email a current resume.
Opening Date	Immediately

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