



JOB DESCRIPTION

Name:	Position Title: Grant Funding Specialist
Reports to: Development Director	% Effort or Wkly Hrs: 40
Department: Development	Prepared by:
Date: 7/12/2022	Exempt status: Non-Exempt

Position Overview:

The Grant Funding Specialist will support the Development team in an effort to increase grant funding opportunities from various sources in support of the mission of Houston Humane Society.

- Identifies private and corporate funding sources.
- Conducts research in support of program needs for grant inclusion.
- Develops a high volume of corporate and private grant proposals.
- Moves grant proposals through the review process prior to final submission.
- Coordinates grant reporting process, ensuring all deadlines are met.
- Develops and maintains a robust twelve-month private and corporate grant solicitation plan.

Requirements:

- Ability to demonstrate Houston Humane Society's Core Values.
- Bachelor's degree in Communication, English or another related field required.
- Minimum three years of direct experience in grant writing and research experience.
- Excellent communication and presentation skills.
- Organizational skills required.
- Establish timelines and ensure prompt submission of necessary materials to prospects/donors.
- Coordinate the receipt of materials and prepare necessary reports, including annual and semi-annual reports with assistance of Development Director.
- Provide fiscal planning for grant initiatives.
- Oversee the preparation of grant budgets by applying guidelines and procedures established by the department and by adhering to the granting agency's/foundation/corporations' procedures and stipulations.
- Oversight for the management of application preparation, submission, and related reporting for grant and donor funding.
- Advanced computer skills required, including MS Word, Excel, PowerPoint and Outlook required.
- Knowledge of Donor Perfect Software
- Ability to work independently with minimal supervision in a face paced environment, meeting various deadline requirements.
- Valid Driver's License and insurability required.
- Background Check Required

Physical Requirements:

- Sitting and standing for up to 2-3 hours at a time.
- Kneeling, bending, reaching, uses of hands, fingers.
- Lifting up to 25 lbs.

The above statements are intended to describe the work being performed by others assigned to this position. This is not intended to be an exhaustive list of all duties and responsibilities. This job description may be amended at any time by management.

Houston Human Society is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, veteran status, disability status, genetics, or sexual orientation and gender identity.

Job Type: Full-time

Salary from \$45,000 annually

To be considered, please send your resume and two writing samples to jobs@houstonhumane.org.