

**ADP TOTALSOURCE / AIDS FOUNDATION HOUSTON, INC. JOB DESCRIPTION**  
**JOB TITLE: Seasonal Grant Writer**

**Reports to: Director of Development**  
**Department: Development**

**Status: Part-Time/Non-Exempt**  
**Date: 2021 Salary:\$30-\$45/Hour**

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**SUMMARY:** Summary: The purpose/s of this position is the writing and administrative function of the agency's grant application and management process including development of funding resources for existing and proposed programs and services, developing and writing LOIs RFPs, grants, and budgets. Organizing and completing grant applications with input from the department. Supports all other development and volunteer activities.

**CORE COMPETENCIES:** **Ethical**-Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizational values. **Leadership**-Exhibits confidence in self and others; inspires and motivates others to perform well; accepts feedback from others; gives appropriate recognition to others. **Professionalism**-Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments. **Initiative**-Volunteers readily; undertake self-development activities; seeks increased responsibilities; takes advantage of opportunities; asks for and offers help when needed. **Interpersonal/Communication Skills**-Focuses on solving the conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to new things; manages difficult or emotional situations; responds timely to client needs; solicits feedback to improve service; meets commitments. **Oral Communication** -Speaks professionally in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings. **Written Communication** -Writes clearly and informatively; edits work for spelling and grammar; varies style to meet needs; presents numerical data effectively; able to read and interpret written information. **Problem Solving**-Identifies and resolves problems promptly; works well in group problem-solving situations; uses reason when dealing with emotional topics. **Judgment**-Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains the reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.

#### **DUTIES AND TASKS**

Core duties and responsibilities include the following. Other duties may be assigned.

##### Daily Duties

###### Planning

1. Maintains intranet grant tracking monitoring tool.
2. Plans workflow to ensure that all project and submission deadlines are met.
3. Evaluates degree of match between listed grant priority area and system needs to match needs with funding sources.

###### Daily Duties and Tasks

1. Writes narratives, LOIs, boilerplates, and all grant-related language.
2. Researches grant opportunities (e.g., facility improvements, curriculum development, administrative needs, etc.) to develop additional funding resources for both current and proposed services, programs, and administrative operations as well as serving as a clearinghouse for potential grant funding opportunities.
3. Monitors proposals and funding application requirements (e.g., presentation (number of copies and binding), content, delivery method and labeling, deadlines, eligibility for grant, etc.) for utilizing time and resources to maximize successful awarding of grant funds.
4. Copies and delivers grant materials according to funding source specifications to ensure arrival to funding source before deadline.
5. Supports database coordination and assists in the upkeep of donor drive.
6. Participates in meetings to gather information required to perform functions.
7. Provides administrative and writing support to the development department.

##### Program Compliance Expectations

1. Implement policies, best practices, guidance, standards to create a framework for work product.
2. Use and ensure the compliance of all protocols as required by funding sources.
3. Complete and submit timely and accurate documentation; financial/program paperwork, forms, letters, surveys, reports, meeting notes, and all other required correspondence, ensuring it is according to departmental standards.
4. Knowledge of general office practices and procedures and uses them to streamline work.
5. Report to the Director of Development on the overall successes and issues regarding the program.
6. Through the Quality Management Program look for ways to improve and promote quality; demonstrates accuracy and thoroughness.

##### Agency Compliance

1. Consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.
2. Follow instructions; takes responsibility for own actions; keeps commitments; commits to complete additional work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan.

3. Read, understand, and follow AFH Policies and Procedures.
4. Maintain appropriate levels of documents regarding files, reports, correspondence, personnel, and financial paperwork.
5. Understand and meet the expected client outcomes.
  1. Attend meetings as scheduled.
  2. Communicate proactively and professionally with peers and stakeholders through phone and emails.
  3. Follow all regulatory requirements for reporting suspected abuse or neglect.

### **Stakeholder Interactions/Relationships**

1. Form professional relationships with stakeholders - clients, target populations, donors, volunteers, interns, vendors, and community partners.
2. Ability to be culturally and linguistically competent in serving the needs of diverse clientele including but not limited to all racial, minority, and ethnic groups, substance abusers, homeless, gay/lesbian, bi-sexual, and transgender populations.
3. Provide professional level presentations to internal and outside groups on homelessness, housing, and HIV and AFH services.

### **Team Relationships**

1. Balances team and individual responsibilities; exhibits objectivity and openness to others' views
2. Gives and welcomes feedback.
3. Act respectfully and supportively towards other team members efforts to meet the mention.
4. Work as a highly cooperative member of the AFH staff and volunteers to accomplish agency and departmental goals.
5. Accept responsibility and willingness to be accountable by not blaming others for work product or issues.

### **EDUCATION and EXPERIENCE**

**Level of Education:** Bachelor's Degree in a public relations, communications, and non profit/social science field strongly preferred. Areas of study include communications, English, writing, healthcare, and public health.

**Work Experience:** With the minimum of a Bachelor's degree, one year of writing experience or developed portfolio. Without a degree three years of grant writing experience is required. Data entry, report writing, and compliance experience preferred.

**Additional Requirements:** N/A

### **ADDITIONAL QUALIFICATIONS**

#### **Computer Skills**

To perform this job successfully, an individual should have basic proficiency in database software; Internet software; Spreadsheet software and Word Processing software. Knowledge and experience in database development and data management, preferably in a nonprofit setting.

#### **Language Skills**

Ability to read and write at a professional level: to read, analyze, and interpret and implement general business documents, professional journals, technical procedures, or governmental regulations and write reports, business correspondence, and procedure manuals. Ability to gather data, analyze information and interpret information to build useful and required reports or presentations. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the public.

#### **Mathematical Skills**

Ability to add, subtract, multiply, and divide into all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to adapt a budget into a tracking form and understands the basics of a budget.

#### **Reasoning Ability**

Ability to prioritize multiple tasks by using reasoning to determine priorities. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to perform successfully the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or listen. The employee is frequently required to sit. The employee is occasionally required to stand and walk. The employee must regularly lift and move up to 10 pounds. Specific vision abilities required by this job include close vision.

1. Ability to perform routine bending/stooping while filing and performing office/outreach duties.
2. Ability to perform routine twisting/reaching while working at computer/desk and performing office/outreach duties.
3. Ability to perform routine walking/standing during the day and while performing office/outreach duties.
4. Ability to hear and speak well enough to converse over the telephone and while performing education and outreach duties 100% of the time.
5. Ability to see well enough to use a computer efficiently and read computer reports and correspondence 100% of the time.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

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Print Name

Signature

Date