

Date Posted: February 1, 2012

Texas Head Start Association

JOB OPPORTUNITY POSTING

Job Title: Grants & Revenue Specialist – Closing Date February 17, 2012

Employer/ Agency: GCCSA – Gulf Coast Community Services Association

Job Description:

The Primary Scope of this position is to be responsible for securing grant funding that generates revenue from foundations, federal, state and local government and corporations. Identify new grant opportunities and build partnerships for funding. Must possess excellent interpersonal skills with a passion and creativity for ongoing identification, cultivation, and solicitation of grant sources, to assemble comprehensive and successful grant submissions. Potential opportunity for increased compensation at the sole discretion of management is contingent successful individual's ability to secure and maintain funding.

- Acquire and maintain sound knowledge and understanding of the organization and uses that knowledge and understanding to produce well-conceived, compelling grant proposals and applications.
- Solicit, coordinate and prepare all grant applications and proposals to the public and private sectors.
- Research, develop, writes and submit letters of inquiry and grant proposals while ensuring accuracy and adherence to Federal/State/Local government and private sector guidelines.
- Coordinate grant development and resource development activities with the public and private sectors.
- Develop and present strategies for making appropriate connections between funding sources.
- Establish and maintain tracking of regular reports on grants submitted and received.
- Maintain master files on grants and monitors paperwork connected with grant-funded programs.
- Provide in-services on grant writing and preparing semi-annual report of activities.
- Prepare reports to comply with grant requirements, making sure they are submitted in a timely manner and appropriate to each grant.
- Work with board members, staff and volunteers to identify relationships and follow-up on potential funders.
- Prepare non-competing applications and submission of grant-related reports to funding agencies.
- Act as an information source to staff.
- Coordinate the appropriate review process, as outlined in the grant application, for each program.
- Report directly to the Chief Executive Officer all matters that affect the grant planning functions of the organization.
- Develop and implement procedures to ensure donors receive appropriate reports.
- Coordinate information flow requirements with OFHR and other departments.
- Prepare persuasive, clear and concise proposals per specific guidelines.
- Manage the proposal process from inception to completion.
- Perform miscellaneous job related duties as assigned.

Qualifications:

Bachelor's Degree from an accredited university. Minimum of three (3) to five (5) years experience in writing grant proposals and in fundraising/development. Must have a proven track history of success.

Hours: Varies, but generally M-F; 8-5

Salary: \$35,000.00 - \$45,000.00 (DOE)

Address: 9320 Kirby Dr.

City, State, Zip: Houston, TX 77054

Telephone: 713-393-4700

Fax:

E-mail Address: recruiter@gccsa.org

Application Method Preferred:

All applicants who meet the minimum qualifications for the posted position must complete an official GCCSA online employment application on our website at <http://tinyurl.com/2evm46v>. (Please click the link.) OR visit www.gccsa.org to apply online.

If your response to this job posting results in successful employment, please email THSA at webmaster@txhsa.org with the hiring details of your new job opportunity. Thank you