

Job Title	Government Grant Writer
Employer/ Agency	Houston Food Bank
Job Description	<p>Position Summary:</p> <p>The Government Grant Writer (GGW) will join the Government Relations Staff in advancing the Houston Food Bank’s mission of Food for Better Lives. The GGW is responsible for preparing government grant proposals and applications for Houston Food Bank as well as identifying new opportunities and prospects at the local, regional, state, and national levels, including government funding or involvement. The GGW will work with various departments to prepare and compile materials for grant applications and will coordinate with the Development and Accounting Departments for tracking and reporting purposes.</p> <p>Adhere to PACT values. (Purpose: Using our strengths passionately to contribute to our mission. Accountability: Choosing to rise above one’s circumstances and demonstrating ownership to achieve results. See It. Own It. Solve It. Do It. Courage: Standing up for what’s right and acting. Transparency: Doing things openly and honestly).</p> <p>Job Functions:</p> <ol style="list-style-type: none"> 1. Generates and submits proposals, budgets, and supporting documents/language in response to government grants and those that relate to collaborative opportunities with the government. 2. Researches and identifies government funding opportunities through online newsletters, government grant notification services, and meetings with HFB staff. 3. Coordinates pre-award and post-award activities. <ol style="list-style-type: none"> 1. Coordinates interdepartmental cooperation on grant implementation. 2. Coordinates grant close-out, report, evaluation, and audit requirements with the Development and Accounting Departments. 4. Participates in pre-application webinars and post-award meetings as needed. 5. Supports discussion about funding projections and prospects during the annual budget process as well as during the development of department work plans to better understand current and future needs. 6. Enters proposals, awards, deadlines, documentation, metrics, and other necessary actions into tracking software and runs basic queries and reports. 7. Utilizes shared systems like Google Suite to maintain collaboration and transparent information with the Government Relations Department and in alignment with Development and Accounting standards and procedures. 8. Maintains calendar to ensure timely submission of proposals, reports, and/or letters of intent. 9. Creates and presents government grant information sessions on a regular basis for staff. 10. Attends conferences and relevant training or webinars to enhance professional skills stay up to date on current trends and implement these learnings to impact role/work. 11. Assumes responsibility for related duties as required or assigned. <ol style="list-style-type: none"> 1. Assists the Grants Team in other capacities, as needed. 2. Ensures that the work area is organized and secured.

3. Attends organizational, department, and team meetings, as needed

Qualifications

Education/Experience:

- Bachelor's degree from an accredited four-year college or university in Social Work, Public Administration, Liberal Arts, Business, or a closely related field
- 2+ years of experience directly related to grant writing, including demonstrated success securing government funds
- Experience in a health and human services or basic needs service organization preferred
- Experience using NetSuite, particularly in the area of grants preferred

Special Knowledge/Skills

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability needed. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions. (For best performance, the job holder in this position would be expected to show the right knowledge, skills, and abilities in the listed areas.)

- Ability to work with a diverse population
- Ability to communicate verbally and in writing with sufficient structural accuracy and vocabulary to participate effectively in most formal and informal conversations on practical and professional topics
- Ability to initiate and complete tasks with minimal supervision
- Excellent interpersonal skills and ability to work and communicate with a diverse array of stakeholders
- Proficiency in Microsoft Windows and Office products (Word, Excel, etc.); Google Suite (Google Docs, Google Drive, etc.); Adobe Acrobat; Internet applications and standard office equipment
- Excellent analytical skills
- Ability to manage multiple priorities in a dynamic, fast-paced work environment
- Ability to think strategically and creatively
- A passion for equity and ending poverty
- Exceptional organizational skills with strong research, and budget development skills

- Advanced knowledge of government grant funding and/or non-profits
- Strong capacity to consider multiple perspectives, pivot and respond to emerging needs, and navigate program or organizational changes quickly.
- Ability to problem-solve and respond in a proactive, professional, and efficient manner
- Exceptional attention to detail and ability to produce high-quality work against a deadline
- Strong time and project management skills
- Strong research and budget development skills

COMPLIANCE:

Carries out responsibilities in accordance with HFB policies.

REASONING ABILITY:

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations. To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability needed. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions. (For best performance, the jobholder in this position would be expected to show the right knowledge, skills, and abilities in the listed areas.)

COMPETENCIES:

Business Insight / Instills Trust / Drives Engagement / Optimizes Work Processes / Direct Works / Composure / Manages Ambiguity / Communicates Effectively / Organizational Savvy / Decision Quality /
Manages Conflict / Presentation Skills

PHYSICAL REQUIREMENTS:

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. While performing the duties of the job, the employee is required daily to analyze and interpret data, communicate, and remain in a standing or stationary position for a significant amount of the workday; and often access, input, and retrieve information from the computer and other office productivity devices. The employee must regularly move about the office and around the facility, use hands, wrists, and fingers to grip, type, and write. The employee must frequently lift 10 pounds. The employee will need to have the average ability to hear horns, warnings, and alerts associated with a warehouse.

Work Environment

The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job. While the job is generally performed in an enclosed office environment, the employee is occasionally exposed to wet and/or humid conditions, strong food-related smells, and outside weather conditions. The noise level in the office environment is typically quiet, but the employee will be occasionally exposed to loud noise levels (e.g., horns, fans).

TRAVEL REQUIRED:

Travel is required for this position (up to 10% of the time and on a domestic basis within our 18-county service area).

This role supports hours of operations at the Houston Food Bank facilities, as necessary, and may require flexibility (e.g., times of disaster, community events, company events).

*Is legally able to work in the United States.

The foregoing statements describe the general purpose and essential job functions needed for this job and are not an exhaustive list of all responsibilities, working conditions, qualifications, and skills that may be needed.

Houston Food Bank (HFB) is an equal employment opportunity employer. We consider individuals for employment or promotion according to their skills, abilities, and experience. We believe that it is an essential part of the Company's overall commitment to attract, hire, and develop a strong, talented, and diverse workforce.

HFB is committed to complying with all applicable laws prohibiting discrimination based on race, color, religious creed, age, national origin, ancestry, physical, mental, or developmental disability, sex (which includes pregnancy, childbirth, breastfeeding, and medical conditions related to pregnancy), veteran status, military status, marital or registered domestic partnership status, medical condition (including cancer or genetic characteristics), genetic information, gender, gender identity, gender expression, sexual orientation, as well as any other category protected by federal, state or local laws.

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	<ul style="list-style-type: none"> • Experience in a health and human services or basic needs service organization preferred • Experience using NetSuite, particularly in the area of grants preferred
Salary/Hours	Monday-Friday 8am-5pm, the first 90 days onsite and then hybrid 3 days onsite 2 days remote.
Address	535 Portwall St
City, State, Zip	Houston, TX 77029
Contact Person	Alesia Sosa
Telephone Number	832-369-9254
Email Address	asosa@houstonfoodbank.org
Application Method	Please apply directly through our career site: https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=19f9c9bb-5a8f-4507-882b-949b3c7d88ba&ccId=19000101_000001&type=MP&lang=en_US&jobId=479590
Opening Date	Immediately

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.

UNIVERSITY of **HOUSTON**
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