

Job Title	Part-time Grants Associate
Employer/ Agency	Christ Clinic
Job Description	<p>Summary: The Grants Associate is responsible for daily activities in support of the organization's development programs, specifically grants. The Grants Associate should be able to practice adaptability to adjust to changes, demonstrate abstract and creative thinking, exert comfortability in decision making and execution of solutions, recognize opportunities for improvement, formulate ideas and understand the relationships between Project Teams and Unit Teams within the organization.</p> <p>The Grants Associate duties include but are not limited to:</p> <ol style="list-style-type: none"> 1. Actively searches for grant opportunities that are in alignment of where the organization is headed, writes for, and produces grant reports to ensure that the resources to acquire the support needed to offer high quality health care and health related services are sought and secured. 2. Identifies and researches suitable foundations and corporate funding opportunities 3. Provides feedback to program and Advancement staff on funding opportunities, funder interests, and how they might intersect with current or future programs. 4. Connects with foundation staff, open doors for meetings and maintain relationships with key figures, whenever possible. 5. Writes compelling, concise, and accurate grant applications outlining the outputs and outcomes; assembles and submits grant packages, including letters, proposals, budgets, presentations, and financial statements. 6. Develops templates to streamline the grant writing and reporting process. 7. Persuasively communicates the organization's mission and programs. 8. Drafts, coordinates, and submits reports on funded work; ensures prompt acknowledgement of foundation gifts. 9. Communicates to the Director of Advancement on progress and outcomes at all stages of the funding process. 10. Tracks prospecting efforts, including building and maintaining leads in grant prospecting report, maintains grant timeline calendars, and logs all communications with potential foundation partners. 11. Keeps clear, accurate records on the application process, including the filing of response letters, tracking report deadlines, and any relevant correspondence.
Qualifications	1-3 years of grant writing and reporting experience preferred.
Salary/Hours	Part-time (roughly 20 hrs per week, flexible schedule)

Employer/Agency	Christ Clinic
Address	802 Dominion Drive Suite 800
City, State, Zip	Katy, TX 77450
Contact Person	Michelle Shelton
Contact Title	Director of Mission Assets
Telephone Number	281-574-1455
Email Address	michelle@christclinickaty.org
Application Method	Apply via email.
Opening Date	Immediate

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