

Job Title	Part time / Work from home: Grant Coordinator
Employer/ Agency	India House
Job Description	<p><b>India House, Inc. is a 501 (c) 3 non-profit organization located in Houston, TX. Our mission is to unite cultures, create bridges and serve the community by bringing resources, education, services, and Indian culture to Houstonians. We are seeking a Grant Coordinator to join our organization to help us achieve our mission.</b></p> <p>The Grant Coordinator will be responsible for conducting the full range of activities required to prepare, submit, and manage grant proposals to the existing and prospective funders to secure revenue for the organization.</p> <p><b>Essential Duties and Responsibilities:</b></p> <ul style="list-style-type: none"><li>• Collaborate with the Executive Director to oversee the planning and implementation of outreach strategies.</li><li>• Conduct research on various topics and prepare briefs.</li><li>• Prepare, write, edit, and submit grant proposals.</li><li>• Prepare final reports in response to grantors.</li><li>• Develop and execute strategic fundraising efforts.</li><li>• Perform other duties, within all areas of the department, as assigned by the Executive Director.</li></ul>
Qualifications	<ul style="list-style-type: none"><li>• Fluency in written and spoken English is a MUST.</li><li>• Computer literate in Microsoft Office (Word, Excel, PowerPoint and Outlook).</li><li>• Comfortable working with culturally and ethnically diverse staff and community groups.</li><li>• Not a must but a plus: Experience in grant writing, research, fund development.</li></ul>
Salary/Hours	Salary will vary depending on degree/ experience level
Address	8888 W. Bellfort Avenue

<b>City, State, Zip</b>	Houston, TX 77031
<b>Contact Person</b>	Col. Vipin Kumar
<b>Telephone Number</b>	(713) 929-1900
<b>Fax Number</b>	
<b>Email Address</b>	<a href="mailto:vipin@indiahouseinc.org">vipin@indiahouseinc.org</a>
<b>Application Method</b>	Interested candidates can email a current resume.
<b>Opening Date</b>	Immediately

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