



Job Title:	Grant Writer I	Job Status:	Exempt
Department:	Grant Writing	Salary:	From \$48,500 per year
Location:	El Paso, County Texas (Fabens Office)	Work Hybrid Remote	Yes
Reports To:	Executive Director		

General Description

The mission of the El Paso County Housing Authority is to develop affordable housing for low-income families while promoting self-sufficiency and neighborhood revitalization. Under the supervision of the Executive Director, the Grant Writer I is responsible for researching and tracking grant opportunities, submitting grant or funding requests to private and governmental sources for the El Paso County Housing Authority’s projects.

Responsibilities

- 1. Responsible for the management of the entire grants process.**
 - a. Researches potential funding opportunities.
 - b. Identifies and pursues new grant opportunities to support the organization’s mission and programs.
 - c. Reviews literature dealing with funds available from private, local, state, and federal sources to determine whether requirements for applying funds are met.
 - d. Plans and develops grant proposals.
 - e. Prepares and submits applications to funding agencies or foundations in a timely manner.
 - f. Coordinates with staff to gather necessary information for grant proposals.

- 2. Responsible for tracking and reporting on the progress of grant funded programs and projects.**
 - a. Maintains accurate records related to grant funded programs.
 - b. Manages all aspects of grant contracts including negotiation, execution, and compliance.
 - c. Ensures accurate and timely reporting to funders on the use of grants.
 - d. Periodically reports the status of grant applications and finds to the Board of Directors.

- 3. Responsible for the implementation of approved grants.**
 - a. Meets with personnel impacted by proposed programs to establish objectives and develop plans to implement approved grants.
 - b. Outlines and informs personnel on how funds are to be used, program requirements, and explains procedures necessary to obtaining funds.
 - c. Observes and evaluates program activities and recommends changes as appropriate.
 - d. Prepares or assists department personnel in preparing periodic reports to comply with grant requirements.

- 4. Responsible for the management of grant budgets.**
 - a. Authorizes and initiates payment for services in accordance with contract provisions.

- b. Reviews any costs related to grant applications with the Finance Officer and Executive Director.
- c. Coordinates the allocation of grant funds with the Finance Officer.

5. Performs other duties as assigned

Qualifications & Requirements

1. A Bachelors degree in Business or Public Administration from an accredited University
2. Two (2) years of experience required in grant management to include writing, developing, or administering grants.
3. Experience with using the <http://grants.gov/> website to find grant opportunities and submit grant applications is preferred.

Required Skills

1. Excellent legal drafting skills to for contract review and negotiation.
2. Ability to conduct thorough research on potential funding sources.
3. Strong business development skills to identify new grant opportunities.
4. Excellent written and verbal communication skills.

El Paso County Housing Authority reserves the right to change or modify the job description and work hours as required by the agency and business necessity.