YWCA of Lubbock
Job Description
Grants Specialist

Department: Administration
FT/PT/Vol/Temp: FT
Job Code: FLSA Status: Non-Exempt
Reports To: Chief Executive Officer

Job Summary

This position is best suited for an individual with the capacity to write and evaluate grants. The Grants Specialist will work with various departments to identify grant opportunities, write grants and manage the compliance within each grant. This position will work with Leadership to ensure all work is focused on impact and evaluation criterion and to establish systems that can track and report the appropriate information for grant reporting.

Essential Job Responsibilities

- Research grant sources (government and private) to find funding opportunities compatible with YWCA’s mission and values in support of our organization’s strategic goals.
- Research other possible funding opportunities and collaborations that will build sustainability for ongoing operations in the respective grant areas.
- Manage overall processes for government and private corporate/foundation grant submissions and reporting.
- Write effective grant proposals and ensure submission policies and guidelines are performed within tight timelines and deadlines.
- Draft and edit grant proposals, checking for completeness against grant instructions, spelling, grammar, and style.
- Develop grant budgets in coordination with Program Managers and Finance staff. Assist in aligning the organization’s budget to meet grant sources’ budget requirements.
- Maintain complete files for all grant requests submitted including copies of compliance reports required by grant sources.
- Prepare and submit annual reporting requirements for all executed grant awards.
- Participate in monitoring calls with grant partners and sponsors.
- Respond to inquiries from grant sources and program staff in a timely manner.
- Establish and maintain positive relationships with government and private sector grantors and agencies.
- Ensure compliance with the rules and regulations administered by the grantor.
- Oversee special audits conducted by grantor.
- Serve as a liaison with other departments on issues regarding grants.
- Report monthly grant efforts to the Executive Director.
- Assist Executive Director in the evaluation of each awarded grant’s effectiveness.
- Work with leadership to create basic grant boiler plate information for each program.
- Other duties as assigned.
Job Qualifications

- Bachelor’s degree in English, communications, creative writing, or a related area (preferred)
- A minimum of two years’ experience in grant writing
- Excellent knowledge of proposal submission and fundraising process
- Ability to study and understand programs and funding requirements of the organization
- Strong research skills and knowledge of information sources
- Multitasking, organizational and time management skills
- Ability to handle confidential matters with utmost integrity
- Working knowledge of computers
- Define problems, collect data, establish facts, and draw conclusions.
- Communicate effectively and professionally both verbally and in writing.
- Present self professionally in appearance and mannerism at all times.
- Learn and support the YWCA mission, vision, and policies to meet the goals of the organization without compromise, serving as a role model for the Lubbock community both in demeanor and life-style habits.
- Flexibility to work irregular hours from time to time, including evenings or weekends.
- Infrequent travel: 0-10 days/year.
- Pass a criminal history background check and FBI fingerprint check.
- Ability to relate well with a variety of populations.

Physical Requirements

The physical demands described here are representative, though not comprehensive, of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Regularly sit, stand, bend, crouch, stoop, walk, climb stairs, use hands and fingers, reach with hands and arms, feel, talk, hear, and see.
- Work on a computer up to eight hours a day.
- Regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

Work Environment

The work environment characteristics described here are representative, though not comprehensive, of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable the individuals with disabilities to perform the essential functions.

- Noise level varies between quiet and loud.
- Pace varies between deliberate and fast.