



Job Description

Title: Grant Writer and Family Self Sufficiency Coordinator

Job Type: Full-Time

Hourly rate: \$14.00

Reports to: Executive Director

About the El Paso County Housing Authority

The El Paso County Housing Authority (EPCHA) is regulated and funded by the U.S. Department of Housing and Urban Development (HUD). The EPCHA receives federal funding to house economically challenged families in the Public Housing, Housing Choice Voucher, and Single Room Occupancy Programs. The EPCHA is located in Fabens, Texas and serves the communities in the County of El Paso, Texas.

Position Summary

The Grant Writer & Family Self Sufficiency Coordinator (GW&FSS Coordinator) will report to the Executive Director, be responsible for researching, writing and coordinating the grant application process and management of proposals. The GW&FSS Coordinator will recommend funding opportunities, develop solicitations and proposals, will prepare progress and final reports to donors, maintain department database and associated records for government funds. The GW&FSS Coordinator is also responsible for enabling housing program participants to increase earned income and financial literacy, reduce or eliminate the need for welfare assistance and make progress toward achieving economic independence and self-sufficiency.

The GW&FSS Coordinator must maintain confidentiality and deal tactfully with the public while handling personal and financial information of the housing authority and its program participants. Promotes and facilitates meetings that include program participants, employers and service providers. Assist with procurement of grant funding. Refers participants to community service resources. Significant reporting required. Plans, coordinates and tracks program activities that promote self-sufficiency.

Specific Duties:

The following represents the primary and secondary duties of the position; however they are not intended to be all inclusive. The EPCHA reserves the right to change, reassign, or combine job duties at any time and at its discretion.

- Prepare grant proposals for foundations, corporations, and individual donors, in draft and final form that make compelling the need for financial support and addresses identified organizational funding priorities
- Work with EPCHA staff in identifying and gathering information on fundable projects
- Maintain a grants deadline calendar



- Prepare interim and final project reports to funding sources on a regular and scheduled basis working with finance team and other departments to assure timely and accurate reporting
- Research and recommend funding opportunities from a broad range of sources, linking their compatibility with organizational needs
- Provide research for grant proposals and reports. This may include data collection and surveys of literature from a variety of sources (e.g. EPCHA staff, government officials and reports, program experts, directories, etc.)
- Make recommendations on strategies, policies, and procedures
- Maintain accurate database records
- Communicate regularly with Executive Director and appropriate departments on the status of funding, projects and other family self-sufficiency initiatives
- Represent the EPCHA at meetings and events both inside and outside the organization
- Establish and maintain relationships with various community partners
- Adheres to the Family Self-Sufficiency policy
- Assume other tasks and responsibilities as assigned by the Executive Director

Knowledge/Skills/Abilities

- Demonstrated writing ability for a public audience and for formal proposals/reports
- Demonstrated excellent interpersonal, written/verbal communication and customer service skills to work effectively with people of diverse talent and background
- Demonstrated excellence in problem solving and analytical skills with attention to details and accuracy
- Demonstrated excellent organizational project management skills with self-initiative to prioritize multiple projects in order to meet individual and the department's –related deadlines
- Remain current with standard policies and procedures
- Working knowledge of office practices, procedures, and business writing
- Plan work efficiently to meet the departmental budgets, goals and objectives
- Ability to maintain a high degree of confidentiality

Education, Experience, Skills

- Associate's or Bachelor's degree required in or related fields: public administration, business administration, communications, liberal arts
- Certification from an accredited organization strongly preferred
- At least 3 years professional grant writing experience, and/or sales marketing experience (preferably with a membership-driven organization)
- Must be able to provide 3 professional letters of reference
- Successful track record of grant solicitations at local, state, federal and foundation level
- Able to establish and maintain positive and effective working relationships with other staff members, board of commissioners, customers, vendors and suppliers
- I.T. literate: above average competency using word processing, databases, spreadsheets, project management software and web applications Microsoft Word, Excel, Access, Outlook and donor database



- Requires sitting for the majority of the day, lifting up to 20 pounds, bending, squatting, climbing, twisting, and kneeling occasionally; reaching above and below shoulder level frequently.

Work Characteristics

- Strong project management and organizational skills
- Self-starter, must be able to perform with minimal supervision
- Ability to work within a team and use internal and external resources to perform at a high level
- Ability to creatively problem-solve and make decisions
- Excellent verbal and written communications, professional appearance/demeanor
- Able to remain calm under pressure and adapt to change
- Must have strong attention for detail
- Ability to work extended hours (if necessary): holidays, evenings, and weekends
- Ability to spend significant time standing, walking, and sitting
- Possible light lifting
- Able to travel
- Valid driver's license

Excellent Benefits Package:

- 100% Dental/Vision benefits company paid for employee and dependents
- 90% Medical benefits company paid for employee and dependents
- Employer match retirement plan
- Voluntary life insurance option
- 16 paid holidays
- Generous Paid Vacation and Sick Leave

Application

Please send cover letter, resume, and 3 professional references to ed@epcha.com subject-line **HR: Grant Writer & FSS Coordinator**, or mail your cover letter, resume, and 3 professional references to Human Resources 650 NE G Ave, Fabens, Texas 79838 or for any questions contact us at 915-764-3559.

The El Paso County Housing Authority is an Equal Opportunity Employer. Qualified persons are considered for employment without regard to race, color, religion, sex, sexual orientation, national origin, age, disability, or genetics. The El Paso County Housing Authority is a drug-free workplace.