



Grants Specialist

Location: Remote (Houston-area preferred)

Job Department: Program Development

Type: Salaried, Full-Time

Supervisor: Director of Grants Management

JOB PURPOSE

We are looking for an aspiring leader with proven experience in grant acquisition and compliance to support the Director of Grants Management in the Program Development team. This is an exciting time to join Living Water as we have identified development and growth of institutional funding as one of our organizational priorities. The successful candidate will provide oversight, monitoring, and support of Living Water International's grant and locally generated revenue (LGR) portfolio and will lead on prospecting new institutional funding opportunities, information management for grants and LGR, and coordinating grant compliance with donor requirements. This position offers career growth opportunities as the successful candidate will be able to help shape the structure and direction of the global Grants team. Thus, we are seeking someone that is continuously learning and seeking to develop others.

CORE CHARACTERISTICS

These principles guide and identify us as colleagues and representatives of Living Water:

- Honor God
- Develop People
- Pursue Excellence
- Be Good Stewards

KEY TASKS AND RESPONSIBILITIES

- Identify and cultivate new institutional funding opportunities
 - Update Salesforce CRM with information
 - Issue Letters of Inquiry
 - Liaise with Mission Advancement on tracking and managing grant opportunities
- Analyze institutional donor landscape
- Provide project management support for grant acquisition process
 - Update Grants/LGR Pipeline
 - Coordinate proposal team including relevant program, finance, and operations staff for inputs on proposal materials.
 - Schedule proposal team meetings
- Manage Grant Compliance
 - Maintain Grants Calendar to ensure that internal and external deadlines are met
 - Schedule individual grant meetings to ensure project objectives are being met, identify challenges, delays or deviations from the plan and support any realignments as required.
 - Support monitoring and compliance for individual grant teams coordinating relevant program, finance and operations staff
 - Identify and communicate to program/technical, program management, and MEL staff gaps in reporting/data collection.

- Coordinate responses to any donor feedback and ensure timely submission of requested feedback
 - Facilitate high-quality and timely grant reporting to donors
- Collaborate with and support the Grants Tactical Team in proposal development and reporting
- Oversee information management for grants and LGR using newly developed processes in Salesforce
- Other duties as requested in support of the acquisition and maintenance of Grants and LGR

MINIMUM EDUCATION / EXPERIENCE / QUALIFICATIONS

On the first day, we'll expect you to have:

- Bachelor's Degree in a relevant field (e.g., international development, English, Business)
- 2+ years relevant work experience in grants development and compliance or international development;
- Experience acquiring and/or managing grants from US and foreign governments, corporations, or private institutions;
- Highly organized and detail oriented;
- Demonstrated ability to meet deadlines, handle and prioritize simultaneous requests, and manage laterally and upwards
- Solution-oriented, analytical, lateral and linear thinker with good professional judgment;
- Proficient in Excel and Word with demonstrated ability to seek innovative utilization of technology to streamline processes;
- Demonstrated proficiency in English, both oral and written.
- Ability and willingness to travel domestically and internationally (est. 10% travel)

It's great, but not required, if you have:

- Experience in grant reporting across multiple entities in multiple countries;
- WASH experience (particularly in public health aspects);
- Time living or working in developing countries;
- Experience using Salesforce as a CRM