

Job Title	Grant Administrator
Employer/ Agency	Community Family Centers
Job Description	<p>Job Summary The Grant Administrator is responsible for the coordination, preparation, submission, and management of grant proposals and grant-funded awards for Community Family Centers (CFC). This position ensures compliance with all pre- and post-award requirements for government, foundation, and corporate grants and supports the organization’s sustainability through effective grants administration, reporting, and funder communication.</p> <p>Essential Duties and Responsibilities</p> <ul style="list-style-type: none"> • Research, identify, and track grant opportunities from government agencies, foundations, and corporate funders that align with CFC programs and strategic priorities. • Prepare, write, edit, and submit grant proposals, letters of inquiry (LOIs), and renewal applications in accordance with funder guidelines and deadlines. • Coordinate with Program and Finance staff to collect required narratives, outcomes data, budgets, and supporting documentation. • Develop grant budgets and budget narratives in collaboration with Finance staff; ensure alignment with program scopes and funder requirements. • Maintain grant files and documentation, including applications, award letters, contracts, amendments, and correspondence. • Monitor grant compliance, deliverables, and reporting schedules to ensure timely and accurate submission of all required reports. • Compile and submit programmatic and financial reports using data provided by Program and Finance staff. • Maintain and manage the grants calendar, tracking submission deadlines, reporting due dates, and award periods. • Serve as a point of contact for funders regarding grant-related inquiries, reporting, and compliance matters. • Support site visits, audits, monitoring reviews, and funder meetings as required. • Track grant performance metrics and assist with internal reporting related to grant funding and outcomes. • Assist in diversifying funding sources by supporting multiple funding streams across government, foundation, and corporate grants. • Perform other duties as assigned that are consistent with the mission, purpose, and goals of the Agency. <p>Knowledge, Skills, and Abilities</p> <ul style="list-style-type: none"> • Knowledge of grant development and grant administration processes for government and private funders. • Strong written communication skills, including the ability to present program information clearly and accurately. • Ability to organize, analyze, and synthesize program data for reporting

	<ul style="list-style-type: none"> and compliance purposes. • Strong attention to detail and ability to manage multiple deadlines simultaneously. • Effective interpersonal skills and ability to work collaboratively with cross-functional teams. • Proficiency with Microsoft Office and grant management systems (e.g., Salesforce, Foundant, or similar platforms).
Qualifications	<p>Minimum Qualifications</p> <ul style="list-style-type: none"> • Bachelor’s degree in English, Communications, Nonprofit Management, Business Administration, or a related field. • Two to four (2–4) years of experience in grant writing, grants administration, or nonprofit fundraising. • Experience working with government and/or foundation/corporate grants. • Demonstrated ability to meet deadlines and manage multiple projects concurrently. <p>Preferred Qualifications</p> <ul style="list-style-type: none"> • Master’s degree in a related field. • Experience with compliance reporting, audits, or funder monitoring reviews. • Familiarity with nonprofit financial reporting and budgeting principles.
Salary/Hours	Full-Time \$55,000/Year
City, State, Zip	Houston, TX 77012
Application Method	Apply Here: https://www.communityfamilycenters.org/job-opportunities/
Opening Date	Immediately

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