

Job Title	Grants Associate
Employer/ Agency	Houston Volunteer Lawyers
Job Description	<p>HVL seeks a full-time Grant Associate to support the management of HVL’s government, foundation, and corporate funded grant portfolio. This includes ensuring grant compliance, analyzing data, researching and applying for new funding opportunities, and other duties that support an efficient and effective grants management operation. Maintaining the integrity of grant stewardship from acceptance through reporting is a critical component of HVL’s organizational structure and reputation. The Grants Associate will work under the supervision of the Director of Grants and Special Projects and will work closely with the Executive Director and Finance and Accounting Manager.</p> <p>Primary Responsibilities Track dates and reporting requirements crucial to grant applications and compliance.</p> <ul style="list-style-type: none"> • Assist with monitoring grant compliance and eligibility, particularly in LegalServer, HVL’s case management system. • Maintain grant eligibility summaries that allow staff to quickly understand specific restrictions and requirements. • Help prepare monthly reports for management, funders, and the Board of Directors. • Assist in developing dashboards and visuals to showcase data and metrics. • Research and identify potential funding opportunities. • Draft grant proposals, narratives, success stories, or other required documentation for grant applications and reporting.
Qualifications	<p>Minimum Qualifications</p> <ul style="list-style-type: none"> • Proficiency across major software platforms, including Microsoft Office and Excel • Strong verbal and written communication skills • Client-centered approach to presenting narratives surrounding underserved communities and their limited access to justice • High attention to detail and organization, particularly in data entry, documentation, and record keeping • Self-motivated with the ability to take initiative and follow through independently • Collaborative team player with strong time-management skills when managing various deadlines <p>Preferred Qualifications</p> <ul style="list-style-type: none"> • Knowledge of PowerBI or other data analysis tools • Basic understanding of grant funding, regulations, and compliance

	<ul style="list-style-type: none">• Familiarity with LegalServer• Experience in a legal aid, nonprofit, or volunteer-driven organization
Salary/Hours	Salary: starting at \$50,000/year to increase commensurate with experience and qualifications.
Email Address	recruitment@hvlp.org
Application Method	Submit a cover letter, resume, and three professional references either through indeed.com or by emailing recruitment@hvlp.org with the subject line “Grants Associate”. Applications will be reviewed as they are received.
Opening Date	Immediately

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.