

Job Title	Grants Officer
Employer/ Agency	Albert & Ethel Herzstein Charitable Foundation
Job Description	<p>The Albert and Ethel Herzstein Charitable Foundation is seeking a Grants Officer located in Houston, Texas. This position will report to the President and work out of the Foundation’s office in Spring Branch, Monday through Friday, from 9:00 a.m. to 4:00 p.m. Occasional remote work is at the discretion of the President. The primary goal of this position is to oversee the grantmaking process. The Foundation distributes \$5 million annually</p> <ul style="list-style-type: none"> • Conduct due diligence of current and prospective grantees. • Attending on-site and in-office visits with nonprofit organizations. • Communicate regularly with grantees and critically analyze nonprofits, including programs, outcomes, financials, and general operations. • Maintain information on grantees in the Foundation’s database platform. • Produce an annual report in collaboration with a third-party web design team. • Assist in the preparation of board materials for quarterly meetings. • Attend regional meetings (Greater Houston area).
Qualifications	<ul style="list-style-type: none"> • 3+ years of work experience • Non-profit sector experience helpful but not required • Strong belief in and alignment with American values, including limited government, individual freedom, equality of opportunity, self-sufficiency, hard work, and resourcefulness • Exceptional interpersonal and written/oral communication skills • Eagerness to improve and adapt to embrace efficiency and meet deadlines • Self-directed with a proactive approach to identifying and resolving challenges • Accept the role as a supportive team player with a roll-up ones’ sleeves attitude. • Exceptional professional maturity, judgment, integrity, and commitment to excellence in job performance, strong organizational skills, and the ability to maintain confidentiality and exercise discretion regarding confidential information. • Comfortable with Microsoft’s suite of products and ability to learn and operate the Foundation’s database platform • Willing to work in a small office environment • Bachelor’s degree preferred
Salary/Hours	9:00-4:00, Monday thru Friday/Fulltime Salary based on experience

Address	6131 Westview Drive
City, State, Zip	Houston, Texas 77055
Contact Person	Renee Masaryk, President
Telephone Number	713-681-7904
Email Address	rmasaryk@herzsteinfoundation.org
Application Method	Apply Here: https://talentmarket.org/grants-officer-herzstein/
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.

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