

**HOUSTON ENDOWMENT INC.**  
**Position Announcement**  
**GRANT OFFICER**

Houston Endowment supports nonprofit organizations and educational institutions that improve life for the people of greater Houston. The foundation supports programs in the arts, community enhancement, education, health, human services and the environment. Houston Endowment is currently seeking applicants for a grant officer in the areas of community enhancement and the environment. These programs work to improve the quality of life in greater Houston through support of organizations addressing a broad variety of issues, including parks and open spaces, the natural environment, air quality and urban planning.

**Primary Responsibilities:**

Grant officers are charged with identifying and developing grantmaking strategies to fulfill the foundation's overall mission and goals. Grant officers evaluate grant requests and formulate clear rationales for funding recommendations for consideration by the Board of Directors; monitor progress on previously awarded grants; and respond to inquiries from the Board and the general public regarding the foundation's grantmaking. Grant officers are expected to be knowledgeable about current issues affecting greater Houston and to be active in the community. As representatives of a major entity in Houston's nonprofit sector, grant officers are expected to be current with general trends in the philanthropic sector. Grant officers are also expected to participate in opportunities that address the concerns of the nonprofit field or further the interests of the foundation.

**Required Knowledge, Characteristics and Abilities:**

- Familiarity with quality of life issues and organizations that address environmental concerns
- Awareness of issues and concerns facing the philanthropic field
- Engaged in the areas of focus and willing to explore new developments
- Both self-motivated and comfortable working on a team
- Objective and fair when evaluating grant proposals and organizations
- Values excellence, collegiality and collaboration, which are emphasized in Houston Endowment's highly professional culture
- Ability to synthesize information in a rational, clear, succinct manner both in writing and verbally
- Ability to analyze nonprofit organizations' budgets, financial statements and tax returns
- Ability to meet deadlines, to work under pressure and to be responsive to timelines and reporting requirements

The foundation is interested in applicants with experience in the nonprofit sector or a grantmaking foundation, but this is not a requirement if an applicant has a superior and progressively more responsible work history. A working knowledge of governmental (local, state and federal) funding regulations and procedures will be a positive attribute. A baccalaureate degree from an accredited college or university is required; a graduate degree is preferred.

**This position reports to the grant director. Compensation and benefits are competitive.**

**Interested applicants should submit a cover letter, resume and three professional references by July 31, 2009** to Deborah Bessire, Human Resources and Office Manager at:

Houston Endowment Inc.  
600 Travis, Suite 6400  
Houston, Tx 77002

or

[dbessire@houstonendowment.org](mailto:dbessire@houstonendowment.org)