

Job Title: Grant Writer/Administrator

Department: Commissioner's Court

Location: Hallettsville, Lavaca County, Texas

Employment Type: Full-Time beginning October 01, 2026

Salary Range: \$60,000 – \$100,000 annually (commensurate with experience)

Reports To: County Commissioner's Court

Job Summary The Grant Administrator is responsible for identifying funding opportunities, preparing and submitting grant applications, and managing awarded grants to support county programs and initiatives. This position combines grant writing with full-cycle administration, ensuring compliance with federal, state, and local regulations while maximizing resources for the county. Coordination with the Auditor's Office regarding monthly, quarterly, and annual budgetary status of grants is paramount.

Essential Duties and Responsibilities:

- Research and identify grant opportunities from federal (e.g., USDA, FEMA, HUD), state (e.g., Texas General Land Office, Comptroller's Office), and private sources that align with county the priorities of respective Departments, their designees, and the County.
- Prepare, write, and submit high-quality grant proposals, including narratives, budgets, and required documentation.
- Administer awarded grants: monitor project progress, track expenditures, ensure compliance with grant terms and reporting requirements, and manage budgets.
- Develop and maintain grant budgets; perform financial reconciliations and prepare reports for county officials and funding agencies.
- Coordinate with county departments, external partners, and stakeholders to successfully implement grant-funded projects.
- Conduct internal audits, evaluations, and grant closeouts upon project completion.
- Provide guidance and training to county staff on grant-related processes and best practices.
- Maintain accurate records, documentation, and confidentiality of sensitive information.
- Stay informed of changes in grant regulations, funding trends, and compliance requirements, and keep respective Department Heads abreast of any such changes.
- Create and maintain a physical inventory of assets obtained through grants and share that information with the respective Department Head or their designee, and the Information Technology Department.
- Attend beneficial and required grant announcement meetings and trainings.
- Perform other related duties as assigned.

Qualifications:

- **Education and Experience:** Bachelor's degree in public administration, finance, business, or a related field; prefer minimum 3 years of experience in grant writing and/or administration, preferably in government or public sector. In line with the wishes of the Grant Advisory Board, a combined acceptable level of education and experience may qualify.

- **Skills:** Excellent grant writing, budgeting, project management, and analytical skills; proficiency in Microsoft Office (especially Excel) and grant management software.
- **Other Requirements:** Knowledge of federal/state grant regulations (e.g., Uniform Guidance); strong communication and organizational skills; ability to work independently and meet strict deadlines. Must pass a background check. Motivated self-starter.

Preferred Qualifications:

- Master's degree or relevant certifications (e.g., CGMS, PMP).
- Direct experience with Texas public sector grants and county government operations.

Benefits: Competitive salary, health insurance, retirement plan, paid time off, professional development opportunities, paid training.

How to Apply: Submit resume, cover letter, and professional references to Nailene Ruppert at nailener@co.lavaca.tx.us. Applications are accepted until position is filled. Lavaca County is an Equal Opportunity Employer.