

Grants Manager - Rathgeber Village Campus

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SAFE Alliance seeks three (3) Grants Managers for the Development Program in the Grants department. The SAFE Grants department is responsible for identifying funding opportunities, and for cultivating and stewarding philanthropic and governmental relationships with funders through strategic grant development, submission and reporting processes. Under the general direction of the Grants Director, the Grants Manager is responsible for strategic thinking, managing a portfolio of philanthropic and governmental grant applications, reports, and other grants management activities, as assigned.

SAFE Alliance:

The SAFE Alliance exists to stop abuse for everyone by serving the survivors of child abuse, sexual assault and exploitation, and domestic violence. We are dedicated to ending violence through prevention, advocacy, and comprehensive services for individuals, families, and communities that have been affected by abuse.

Over the past two years, SAFE has served 11,397 clients across our programs. During that time, SAFE reached more than 50,000 community members through over 2,000 trainings, provided more than 150,000 nights and days of shelter and housing support, and delivered over 53,000 crisis intervention and advocacy services through our 24/7 hotline, walk-in advocacy, and direct support programs.

No matter what your role at SAFE Alliance you will make a difference, because together we can Stop Abuse For Everyone.

Position Details:

We are looking for one person to work on a full-time, exempt basis for an annual salary of \$60,000 to \$70,000 dependent upon experience. The work location will be based at our Rathgeber Village Campus in the Mueller area. This position will include some travel in the community or between campuses and will allow for some remote/hybrid work.

Perks and Benefits of Working at SAFE Alliance*:

- Employee Only: Health insurance, short-term disability, and life insurance are employer paid with an option to purchase additional dependent coverage.
- Eligibility for Paid time off accruals of up to 15 days a year prorated based on hire date and hours worked.
- 8 standard paid holidays throughout the year.

- Depending on your date of hire, up to 4 Personal Holidays are granted to use at your preference throughout the year.
- A comprehensive voluntary benefits plan that includes dental, vision, flexible spending, and various insurance programs including pet insurance.
- 403(b) retirement plan with an ability to contribute immediately. You can earn an employer match of 100% up to 1% of your pay and a discretionary contribution of 2% of your pay whether you contribute to the Plan, after one year of eligible service.
- SAFE Alliance benefit plans are effective the first day of the month following thirty days of continuous employment.

**Benefit plans and benefit start dates are prorated based on date of hire and hours worked. Eligibility in employer paid benefits, paid time off and holidays are dependent upon full-time employment status and/or hours worked and may be subject to change.*

Required Qualifications:

- Possess a minimum of a Bachelor's degree in a field with substantial emphasis on research and writing, such as English, Communications, Social Work, Journalism, or a similar field.
- Equivalent years of professional-level relevant experience is acceptable in lieu of a Bachelor's Degree.
- Three (3) years of demonstrated success in grant prospecting, grant writing, and grant management, preferably for a nonprofit, social services organization.
- Demonstrated strong persuasive and analytical writing, editing, and research skills required.
- Experience ranging from small philanthropic grants to large local/state/federal grant applications strongly preferred.
- Demonstrated skill and comfort with a team approach to project management.
- Experience working with an agency serving survivors of sexual assault and exploitation/trafficking, child abuse and domestic/dating violence, and/or similar vulnerable populations is preferred.
- Must be willing and able to use personal vehicle to deliver grant applications (when applicable), and to attend onsite and offsite meetings and trainings, etc.

- Ability to work independently, while also consulting and working closely with staff throughout an organization at all stages of the grant process as needed.
- Demonstrate a strong skill level and competency in the use of the internet, ethical use of Artificial Intelligence (AI), grants management and grant prospecting software/sites, as well as the operation of computers and general office hardware.
- Pay careful attention to detail; meet tight deadlines, work with accuracy, and maintain neat, well-organized records.
- Work cooperatively with external partners and constituencies.
- Communicate verbally and in writing with potential, new, and established funders to identify funding priorities and funder giving trends, and to build or maintain relationships for future and ongoing financial support.
- Research, identify, and analyze governmental and philanthropic funding opportunities aligned with SAFE's mission, programs, and service populations.
- Serve as coordinator and author of assigned grant proposals and reports using your ability to synthesize complex information; and with a project-management, comprehensive team approach alongside program staff in multiple programs/departments.
- Draft and edit text for inquiries, letters of intent, grant applications, and grant reports using internal and external information, and research and synthesize data related to domestic and sexual violence, sex trafficking, child abuse, evidence-based models of victim services; and national, state, and local research.
- Work with Senior staff, Program Directors, Finance, Development and other staff across an organization to ensure timely, coordinated and collaborative processes related to the above work.
- Support continuous improvement of grants systems, workflows, tracking tools and internal processes to optimize efficiency and effectiveness.
- This position requires driving. You must have a valid, State of Texas Driver's License (If in possession of an out-of-state license, obtain a State of Texas Driver's License within 90 days of beginning employment.) AND at least three (3) consecutive years of driving experience OR one (1) year of driving experience if over 27 years of age AND an acceptable driving record that covers at least the last three years of driver history.

- This position requires completion of the 40-Hour Office of Attorney General Sexual Assault Advocacy Training Program within six (6) months of starting employment, along with participating in annual continuing education throughout your employment.
- Pass all required criminal history background checks (including an FBI fingerprint check if applicable), as well as a pre-employment drug screen and TB test, if applicable.
- All employees are required to comply with policies regarding COVID-19, which may be subject to change. COVID vaccines are still highly recommended, and we encourage employees to get vaccinated if they are able.

Application Information and Instructions:

- We do **NOT** accept applications or resumes via email, LinkedIn or any other social media messaging service.
- Applications will be accepted until positions are filled. You will be contacted via email regarding the status of your application whether you have been selected or not to move forward in the process.
- All new employees regardless of status will be **required** to start their employment on either the 1st or 16th of the month. If the 1st or 16th falls on a Saturday or Sunday, the start date will be moved to Friday or Monday, respectively.
- All employees will be **required** to attend a three-day new employee orientation that is held both in-person and virtually the first three business days of the month.
- If you or someone you know are in need of our services, please call 512.267.7233, text 737.888.7233 or chat at safeaustin.org/chat

[Please click here to learn more and apply!](#)