



Position Title: Government Grants Manager (New Position)

Department: Development Operations | **Reports to:** Development Operations Director

About Central Texas Food Bank

Looking for a way to make a difference without sacrificing a competitive salary and excellent benefits? Apply to join the Central Texas Food Bank team! We're looking for highly-motivated people to bring their unique skills to our mission of nourishing our neighbors and leading our community in the fight against hunger. As the region's largest hunger relief charity, the Food Bank offers a diverse and inclusive workplace, professional development opportunities, and a culture of promoting from within. Our core values, **Compassion, Honesty, Accountability, Respect and Teamwork**, chart our course.

Position Overview

The Government Grants Manager supports the Central Texas Food Bank's efforts to secure government funding by managing the writing, coordination, submission, and tracking of all federal, state, county and city government grants. This role involves identifying, researching, and securing new and renewal grant opportunities, providing post-award contract administration, preparing reports, and ensuring compliance with federal and grant regulations. The Government Grants Manager is a key position in the Resource Development department to help increase, diversify, and sustain support from government partners.

Relationships

The Government Grants Manager is a member of the Resource Development department's Development Operations team, reports directly to Development Operations Director, and does not have any direct reports. Internally, the Government Grants Manager interacts daily with the larger Resource Development Department, which includes the Development Operations, Community Engagement, Community Investment, and Food Sourcing teams. This role also works in close partnership with the Food Bank's finance team, program administrators and other key stakeholders to ensure the timely development, submission, and management of applications, contracts and reports. Externally, the Government Grants Manager develops and maintains productive, positive relationships with potential and current government partners.

Your Qualifications

- Minimum 3 years of full-time, relevant work experience in grant writing and/or contract management within the nonprofit sector.
- College Degree in Accounting or Business Administration preferred.
- Knowledge of Federal, State and Local contract administration preferred.
- Ability to evaluate data for reasonableness, necessity, and conformity with grant requirements.
- Demonstrated skills of providing effective training, presenting, project management, and attention to details.
- Proficiency in MS Office & Adobe, and high level of comfort with other digital tools and online search databases.
- Experience with donor database/CRM software; prior work with Raiser's Edge preferred.
- Ability to organize and manage multiple projects, set priorities and work independently under aggressive timelines.
- Excellent interpersonal, verbal and written communication skills.
- Ability to work cooperatively with other Food Bank staff and volunteers.
- Ability to present a professional demeanor under a variety of conditions.
- Belief in CTFB's mission, vision, values and culture

- Display a willingness and desire to work with people from diverse ethnic, socioeconomic and religious backgrounds.
- Display a commitment to service above all else.

Your Responsibilities

- Develop and manage a comprehensive government (city, county, state, and federal) grants plan to support annual funding needs with input from CEO, Chief Development Officer, Development Operations Director and finance and program administrators.
- Identify and research government grant funding opportunities to grow revenue.
- Attend required information sessions on major grant RFP's.
- Serves as project manager for government grant applications and contracts to ensure timely completion of planned submissions.
- Collaborate with program and data teams to develop grant objectives and measurable outcomes.
- Maintain master calendar of grants, utilizing Raisers Edge database to track application and report deadlines.
- Serve as the primary liaison with government partners for all pre-award and post-award activities.
- Manage grant compliance and reporting—providing the highest level of accountability for the use of granted funds.
- Work closely with the Finance team to ensure that all financial matters of the food bank as they relate to Federal, State and Local government contracts are maintained within applicable laws, contractual obligations and accounting principles of non-profit accounting.
- Initiates, develops, and maintains a working partnership with designated contact personnel as related to the Federal, State and Local government contracts.
- Assist in the development of the annual grants budget and forecast government grant funding.
- Represent the Food Bank through site visits and presentations at meetings, conferences, events and other functions.
- Assist in the preparation of reports, data gathering, and completion of goals, metrics and deadlines.
- Commit to supporting CTFB's mission, vision, values, and culture
- Perform additional duties as necessary and/or requested.

Working Conditions

- **Hours of Operation:** CTFB's core business hours are 8:00 a.m. – 5:00 p.m., Monday-Friday. Some early morning, evening and weekend hours may be required during peak periods and special events.
- **Environment:** This position may work around standard office conditions, and is eligible for a hybrid work schedule but will have times that they are needed to work in person at the office. There may be extended periods of sitting, standing and/or bending; listening, talking and/or visual concentration; writing and/or computer use. The position also requires working independently and with others on a team.
- **Travel:** CTFB serves 21 counties in central Texas and often requires same-day travel between counties, using a personal vehicle, CTFB passenger fleet and possibly occasional out of town travel for meetings, special events or meeting for some positions.

Salary Range

\$53,125 - \$62,500 depending on experience and qualifications

Comprehensive Benefits

We are committed to service, above all else, in our community and for our team members. With our

commitment to the health and wellness of our team members, we provide a full benefits package to include the following:

- Medical, dental, and vision plans
- Company paid short and long term disability insurance plus employee life insurance
- 403b retirement plan plus up to 5% matching contribution after one year of service
- Telemedicine for physical and mental health
- Employee assistance program
- Paid time off including paid holidays
- Outdoor seating area with a garden view
- On-site gym with a shower

In addition, Central Texas Food Bank is designated a Texas Mother-Friendly Workplace AND a Best Place for Working Parents. Grow your career, build your network and develop your talents while enjoying the flexibility of a family-friendly environment.

How to apply

Please visit: <https://www.centraltexasfoodbank.org/about-us/careers/government-grants-manager>

Cover letter and resume required to apply.