

**Texas Advocacy Project  
Position Description**

**Title:** Grants Director

**Reports to:** Chief Development and Communications Officer

**Department:** Development and Communications

**Supervises:** Grants interns and volunteers

**Job Type:** Salaried - Full time – Exempt

**Salary Range:** \$70,000 – \$80,000

**Texas Advocacy Project** is a statewide non-profit working to end dating and domestic violence, sexual assault, human trafficking, and stalking in Texas. TAP empowers survivors through free legal services and access to the justice system, and advances prevention through public outreach and education. Our vision is that all Texans live free from abuse.

TAP's Core Values are Integrity, Courage, Innovation, & Empowerment.

**General Description:** The Grants Director at Texas Advocacy Project is a leadership position responsible for overseeing the organization's grant-seeking and grant management activities. The Grants Director works independently and collaboratively to diversify and sustain TAP's funding sources, ensuring that it can effectively fulfill its mission. This role involves strategic planning, relationship building, and operational management skills.

**Duties and Responsibilities:**

- Serves as the primary grant writer for Texas Advocacy Project, writing innovative and original proposals, assembling all required forms and documentation, and submitting proposals in accordance with grantor priorities, requirements, and deadlines.
- Develops and implements a comprehensive grant strategy aligned with the organization's mission and funding needs.
- Identifies potential funding sources, including foundations, government, and corporate grants, to support, expand, and develop new programs in alignment with the vision of TAP's leadership team.
- Oversees the administration and management of awarded grants, ensuring compliance with reporting requirements and coordinating with program managers, finance, and other stakeholders to draft and submit reports detailing the use of funds and outcomes achieved. Maintains strong knowledge of all requirements to ensure that TAP adheres to all terms and conditions specified in the grantors' award letters and grant agreements.
- Develop and implement procedures and templates to ensure compliance, including monthly data collection, backup documentation, and crafting narrative reports. Maintains accountability and compliance standards with all relevant regulations and laws.
- Collaborates with program managers and other staff to gather information for grant proposals, ensuring alignment between grant funding and programmatic goals, and to establish and secure the information necessary to meet funder reporting requirements.
- Establishes and maintains systems to track grant deliverables, deadlines, and any other information relevant to the grants program. Maintains grant donor and prospect pipeline data in DonorPerfect.

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- Cultivates relationships with foundation program officers, government agencies, and other potential grantors. Exceeds grantor expectations with a customer service mindset in order to encourage long-term support. Represents TAP at meetings, conferences, and networking events related to grants.
- Interprets funding announcements to provide guidance to programs on fit between TAP's needs and strategic objectives, and the funder's interests, restrictions, and compliance requirements. Stays informed about trends in grant-making to identify emerging opportunities and threats to TAP's funding.
- Convenes grants team comprised of TAP leadership, program managers, and financial leadership by hosting semi-regular meetings to identify funding needs, top prospects, and support needed from TAP leadership.
- Creates and implements grants protocols for announcing new grants to staff, providing electronic copies of the grant award letter and/or grant agreement
- Coordinates with communications team to fulfill grantors' marketing requirements surrounding grant awards, including logos and other collateral, press announcements, social media posts, and newsletter articles.
- Assists with development and communication team projects and events. Works at events when needed as way to engage with community, sponsors, donors, and grantors. Attends meetings and trainings as needed. May manage interns.

**Qualifications:**

- Bachelor's degree and a minimum of three years' experience in grant writing and management. Experience working with federal grants preferred, but not required.
- Must possess strong verbal and written communication skills, with the ability to effectively communicate complex information in a clear, structured, and persuasive manner. Writing must be inventive, creative, and original.
- Proficiency in project management and cross-team collaboration to execute project goals.
- Self-starter with the ability to exercise discretion, take initiative, meet deadlines, prioritize assignments, and manage multiple tasks simultaneously with close attention to detail.
- Proficient in using databases and other software tools for research, data analysis, and report writing, including Word, Acrobat, Excel, PowerPoint, and grants research engines.
- Ability and desire to actively foster strong working relationships and positive organizational culture.
- Ability to exercise discretion and maintain confidence.

**Other Requirements;**

- This position is located in Texas, and can be a remote or hybrid role, depending on location (TAP's physical office is in Austin, Texas).
- Must maintain standards of confidentiality related to the work of Texas Advocacy Project.

**To Apply:**

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If interested, please send a cover letter, detailed resume, and 3 references to [jobs@texasadvocacyproject.org](mailto:jobs@texasadvocacyproject.org). Please type "**Grants Director**" in the subject line. No telephone inquiries, please. Applicants must consent to a background check once offer is made. Open until the position is filled. Please indicate how you heard about the opening.

Texas Advocacy Project and its Board of Directors supports the principles and spirit of equal opportunity based upon qualifications and related experience without regard to race, color, ethnicity, religion, sex, pregnancy, marital status, sexual orientation, age, national origin, disability, veteran status or medical condition as defined in federal and state laws. Current TAP employees may apply for any position openings in which they have an interest.

Texas Advocacy Project is a smoke-free work environment.