



**Title: Grants Manager**

**Department: Development**

**Reports to: Vice President of Development**

**Effective Date: January 2023**

## **JOB SUMMARY**

Big Brothers Big Sisters of Central Texas is searching for a passionate, focused, and strategic Grants Manager to join our mission-driven team. This role is central to ensuring the success of government and foundation grant giving campaigns that support our mission of creating life-changing, one-to-one mentoring relationships between youth and caring adults in Central Texas.

The Grants Manager is a member of the Development team and is responsible for developing and managing a pipeline of current and prospective grant funders that align with the organization's current priorities, including government funding agencies. This role researches, prepares, and ensures the implementation of prospect cultivation strategies for current and prospective grant funders and also prepares, submits, and manages grant/contract proposals that both support agency goals and align with funder guidelines and criteria. Post-award, the Grants Manager ensures timely completion of all reporting and compliance activities while ensuring sound gift stewardship. This position requires excellent organizational and communication skills as well as strong data analysis, program budgeting, and project management skills with an emphasis on outcome measurement.

The ideal candidate will have a strong background in grant writing, prospecting, cultivation, and stewardship; excellent organizational and communication skills, and a passion for the mission of Big Brothers Big Sisters.

## **SUPERVISORY RESPONSIBILITIES**

- Occasionally supervises interns.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Core duties and responsibilities include the following. Other duties may be assigned.

- Manages and develops a strong, expanding pipeline of Foundation, Corporate Foundation, and Government Grants through solid research, submission of letters of intent, grant proposals/applications, reporting, and stewardship.
- Work closely with Vice President of Development, program staff, and finance/accounting to track progress against all deliverables, and ensure that grant terms are met and requests are made.
- Project manages completion of all grant reports and compliance activities providing advance notice of deliverables needed to Finance and Programs.
- Work closely with Vice President of Development and Finance to assist with developing budgets and financial reports for grants.
- Develop and manage grants stewardship strategy to engage institutional donors and keep them informed of programmatic and capital updates and the impact of their support.
- Achieve quarterly cultivation and stewardship activity targets set in collaboration with the Vice President of Development.

- Prepares presentations for Executive Board and other stakeholders regarding government and foundation grant submissions as requested.
- Maintains accurate records in CRM. Experience with Raiser's Edge NXT preferred.
- In collaboration with Programs, maintain a database of regularly updated statistics regarding participation figures, demographics, and reach.
- Work with Vice President of Development, Programs Leadership, and CEO to stay apprised of Programmatic growth plans and research funding opportunities that align with these priorities.
- Supports Vice President of Development, CEO, and Board in cultivation and stewardship activities with a portfolio of foundations.
- Asks for gifts personally and as part of a team with Vice President of Development, CEO, and Board. Supports this team in conducting tailored cultivation, solicitation, and stewardship strategies.
- Other relevant duties as assigned.

## **REQUIRED SKILLS AND QUALIFICATIONS**

- Passion for the organization's mission and a commitment to supporting its goals through effective fundraising strategies.
- 2+ years of experience in securing grants from foundations and government funding agencies. Possesses strong grant writing, prospect research, cultivation, and stewardship skills.
- Excellent organizational and time management skills, with the ability to prioritize and manage multiple projects and competing deadlines simultaneously.
- Detail-oriented approach with a focus on accuracy and data integrity.
- Strong CRM experience. Raisers Edge NXT experience preferred.
- Effectively handles challenging interpersonal situations with tact and consideration.
- Accepts direction and works independently and as part of a team.
- Proficient problem solver with the capacity to excel in fast-paced environments and adapt with flexibility.
- Strong written and verbal communication skills. Effectively communicates with internal and external stakeholders.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint) and scheduling tools.
- Commitment to fundraising best practices and ethical standards governing fundraising practices. Must maintain discretion with regard to donor confidentiality and privacy.
- Ability to understand, interpret and administer grant requirements and grant agreements.
- Ability to analyze and interpret financial and program data.
- Ability to work collaboratively with finance staff and program staff on grants.
- Knowledge of foundation, corporate, and government funding communities.
- Exemplary writing, interpersonal and process-oriented organizational skills.
- Ability to manage multiple projects simultaneously and meet grant and reporting deadlines.
- Proficient in the use of Microsoft office and Excel.

## **EDUCATION AND/OR EXPERIENCE**

Bachelor's degree (B.A.) from four-year college or university; 2 to 5 years related experience or training.

This is a full-time position that may require occasional evening and weekend work, as well as occasional travel for meetings and events. The Development Operations Manager will report to the Vice President of Development.

Note: The above description outlines the general nature and level of work performed by individuals assigned to this position. It is not intended to be an exhaustive list of all responsibilities, duties, and skills required.

## **COMPENSATION AND BENEFITS SUMMARY**

The salary for this position begins at \$50,000 and will be commensurate with qualifications and experience. The organization offers a robust compensation package, including a hybrid schedule, generous PTO allowance and generous agency holiday schedule. Additional details:

- Flexible, hybrid work schedule
- Professional development opportunities
- Significant employer contribution toward health insurance benefits coverage (health, vision, dental)
- Optional pet insurance
- Employer-paid short-term and long-term disability insurance, life insurance
- Health savings account – employer contribution
- 18 PTO days in first year, increasing after
- 10 paid holidays and work week between Christmas and New Year's
- "Bring Your Pet to Work" Days
- Mileage reimbursement for work-related travel
- Regular team connection activities
- Monthly phone stipend

## **EDUCATION AND EXPERIENCE**

- Associate degree from an accredited institution and/or Bachelor's degree from a four-year college/university is preferred.
- 3 to 5 years in a professional fundraising setting is preferred.
- 3+ years experience securing grants from foundations and government funding agencies is preferred.

## **COMPUTER SKILLS**

To perform this job successfully, an individual should have knowledge of: Database Software; Development Software; Internet Software; Spreadsheet Software (Excel); Word Processing Software (Word) and Electronic Mail Software (Outlook).

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must occasionally lift and/or move up to 25 pounds.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

## **BBBS IS AN EQUAL OPPORTUNITY EMPLOYER**

**TO APPLY:** Please submit a resume and cover letter to Lauren Alexander-Labahn at [laalexander@bigmentoring.org](mailto:laalexander@bigmentoring.org). The position will remain open until filled.