



Position Title: Grants Manager
Position Type: Full-time, 40 hours/week
FLSA: Exempt
Start Date: June 1, 2024
Salary Range: \$44,000 - \$50,000
Reports to: Development Leadership

We seek a Grants Manager to support our institutional giving program within Creative Action's Development department. This position plays an essential role in our annual institutional giving program, including writing and submitting grant proposals and reports, managing a robust grants calendar, supporting grant and contract administration, researching and identifying new grant opportunities, and working with staff across the organization to ensure we have the stories, data, and other information needed for timely, accurate, and compelling grant narratives and reports.

WHO WE ARE

Creative Action is a nationally recognized youth arts education organization in Austin, Texas. As the largest provider of nonprofit arts education programs in Central Texas, we use the arts as a medium to inspire creativity, unlock potential, and transform the lives of students of all ages. Through interactive classroom performances, after-school residencies, and community-based programs, our team of professional Teaching Artists inspires youth to be creative artists, courageous allies, critical thinkers, and confident leaders in their communities.

THE DEVELOPMENT TEAM

The Development Team loves building relationships--whether that's with individual donors, family foundations, corporate partners, or national, state, and local funders. We believe Creative Action donors and supporters deserve to see how their generosity impacts the community. We are a collaborative team, and we strive to bring excellence to all that we do. We honor each other's accomplishments, celebrate successes, and lift each other up when things are difficult. We are committed to anti-racism, anti-oppression, inclusivity, and belonging and hold each other

accountable to those values.

WHO WE WANT

We're looking for a highly motivated, self-starting, and detail-oriented person who likes to dig into projects. This position requires someone who values collaboration, innovative thinking, and respectful communication. Applicants should be deadline-driven, demonstrate strong organizational skills with the ability to manage multiple projects, and have excellent writing and communication skills. We are also seeking someone who shares our core values, is committed to anti-racism, and is excited to join our team in helping Creative Action actualize its vision to equip students with 21st-century skills, social and emotional intelligence, a commitment to social justice, and increased creative expression.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Research, monitor, and pursue grant opportunities that support programs and align with the mission, vision, and strategic goals of Creative Action;
- Write, compile, and submit all grant applications and materials according to the requirements of the grant solicitation, best practices, and ethical guidelines;
- Prepare and submit all grant reports;
- Maintain and develop a robust calendar of annual grant submissions in alignment with our fundraising priorities and goals, including all application and reporting deadlines;
- Work with program staff to ensure the implementation and monitoring of key grant deliverables and compliance with grant agreements and contracts;
- Proactively coordinate staff efforts to collect, analyze, and report data on grant-funded programs and activities;
- Assist the Chief Development Officer with the cultivation and stewardship of institutional stakeholders and funders;
- Ensure timely and complete data collection and entry into our CRM donor database, DonorPerfect;
- Support other fundraising strategies as part of the development team on an as-needed basis, such as assisting with our annual gala, direct mail campaigns, and donor stewardship activities;

QUALIFICATIONS & EXPERIENCE

- Bachelor's degree in related field or equivalent combination of education and experience;
- 5+ years' nonprofit work experience, fundraising & development experience preferred;

- 3+ years' experience in grant writing and coordination with a proven track record of success;
- Excellent written communication skills, including strong grammar, storytelling, editorial, and research skills (you may be asked for a writing sample);
- Knowledge of best practices and ethical standards in grant writing, prospecting, cultivation, and reporting processes;
- Commitment to diversity, equity, and inclusion as key strategies toward broad-based institutional excellence, representing a range of perspectives, thoughts, and actions;
- Exceptional organizational and planning skills and attention to detail;
- Demonstrated high initiative-taking, professional standards, and integrity;
- Ability to work independently and prioritize tasks to meet deadlines;
- Working knowledge of nonprofit functions, including development and fundraising, operations, and administration;
- Strong technical skills in systems and applications including Microsoft Word, Excel, and the Google Suite;
- Experience with DonorPerfect or similar CRM donor database is a plus;
- Comfort in calling, corresponding, and interacting with businesses and donors on behalf of Creative Action
- Comfort with public speaking as necessary to make presentations to potential funders.

WHAT WE OFFER

Competitive salary, health plan contributions, life insurance, long-term disability, an employee assistance program and unlimited mental health benefits. We also offer generous paid time off and a flexible work environment.

Creative Action is an equal-opportunity employer. Creative Action does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, parental status, military service, or other non-merit factors.

Creative Action has a clear vision: we are an organization in which a diverse group of unique thinkers and talented people come together to want to do their best work serving students of all ages through the Arts. We know that our company would not succeed without the dedication and hard work from our creative and passionate employees.

Creative Action believes in diversity, equity, inclusivity and belonging, and this core set of values is reflected across every department and community in which we serve. We are committed to and focused on anti-racism and anti-oppression, and fold this into our organizational foundation. We believe deeply that diversity and differences are what make us an innovative, compassionate, and forward thinking organization.

We strongly encourage individuals to apply who identify as LGBTQIA2+, bilingual, Black, Brown, Indigenous and/or people of color.

TO APPLY

Accepting applications through May 24, 2024. Take some time to familiarize yourself with our organization, what we do, and what we believe in. Then, if this seems like a community you'd like to be a part of, please email your resume and a cover letter to development@creativeaction.org. Submissions without a cover letter will not be considered.