



Grant Manager

Mission Capital is seeking a Grant Manager to join our team! Read more about Mission Capital and the job description below.

Job Purpose

Mission Capital's Grant Manager serves as the primary grant writer, engages in compliance reporting, research and manages funder relationships with guidance and partnership with the entire Mission Capital team. This position requires strong writing, data analysis, program budgeting, project management skills, with an emphasis on grant compliance and outcome measurement.

The Grant Manager works under the CEO's supervision and closely with the entire Mission Capital team to secure and steward corporate and foundation grant relationships through the following primary tasks and responsibilities.

Essential Duties & Responsibilities

Fundraising & Grant Development (30%)

- Lead grant proposal development/submission—preparing and organizing materials for proposals and submitting and monitoring grant applications.
- Draft proposals and grant application narratives and collaborate with the relevant program staff and Finance Department to finalize grant.
- Submit grant applications and maintain MC's list of access and links to grant portals.
- Execute thank you letters and grant contracts/agreements
- Coordinate with Marketing/Communications department to ensure acknowledgment of funders/investors via MC's website, e-newsletter, and social media.
- Research new funding opportunities on a local, state, and federal level.

Grants Compliance & Reporting (70%)

- Track and manage grant compliance and reporting - including comprehensive and timely delivery of progress and final reports.
- Taking responsibility for meeting ambitious standards of effectiveness, timeliness, and completeness on gathering outcome measurement and grant budgets from key staff, required for progress and final grant reports.

- Track progress toward organizational and programmatic outcomes and goals well in advance of deadlines.
- Collaborate with program staff to draft compelling progress reports to funders that fully capture programmatic success.
- Monitor and maintain the funder and investor reporting schedules and requirements, keeping all relevant staff aware of upcoming deadlines.
- Maintain MC's library of grant support documents including resumes, bios, IRS forms, Board/staff diversity lists, etc.
- Assemble all necessary supporting materials and documents including budget reports, outcome measurements, success stories, etc.; submit reports to funders and investors in a timely manner.
- Research statistics, trends, and data for grant proposals for both programmatic and operating grants.
- Track data and pull data fundraising and grant reports in Salesforce.
- Other duties as assigned

Mission Capital General Support Thought Partnership

- Participate as a full member of Mission Capital's team, adhere to core values, attend staff meetings, participate at Mission Capital events, and coordinate collaborative activities with other departments as needed.
- Deliver presentations to community and other groups on Mission Capital's thought leadership topics as requested.
- Participate in professional groups related to work/position and stay current on industry and sector trends.
- Blog writing and thought leadership as assigned.
- Other duties as assigned.

Race, Equity and Belonging

- In alignment with our strategic plan, participate in the building of a "race, equity & belonging (REB)" culture across all MC departments and teams.
- Work with the Inclusion Council and participate in internal race, equity and belonging activities such as collective equity work sessions and affinity groups to embed and center race equity in both internal and external programming.
- Apply a race equity lens and embed equity in all essential job duties and responsibilities.

Knowledge, Skills & Abilities

- Understands and values equity as an organizational operating principle and is committed to continued learning on issues related to diversity, equity, and inclusion.
- A flexible and enthusiastic approach to providing outstanding service to internal and external customers
- Aligned values and beliefs with the mission of Mission Capital and a strong interest in learning about the Central Texas nonprofit community
- Experience supporting high-functioning teams and multiple projects.
- A respectful, inclusive, and collaborative approach to fostering partnerships with diverse stakeholders, both internal and external

- Knowledge of the Central Texas funding landscape and/or funding for intermediaries like Mission Capital
- Experience with foundation funding and corporate funding
- Proven ability to prioritize competing demands in a fast-paced, fluid environment with multiple goals and deadlines
- Ability to identify and share strategies for improving data management and/or department coordination so that all can achieve greater impact through our work.

Job Qualifications

- Bachelor's degree or 5-7 years' work experience with nonprofit administration, grant writing, or fundraising.
- 2-4 years' experience in fundraising, grant writing, or grants management preferred.
- Demonstrated analytical and persuasive writing experience and superior editing skills, including ability to clearly convey complex information to a diverse audience.
- Strong administrative skills and self-motivation with the ability to set priorities and manage multiple tasks under minimal supervision in an effective and efficient manner.
- Experience with case record management systems (e.g., Salesforce).
- Proven ability to function effectively in a fast-paced environment with competing priorities and deadlines without sacrificing quality.
- Strong attention to detail with a positive, problem-solving approach to work.
- Ability to thrive in an entrepreneurial, team-oriented, and mission driven environment.
- Ability to provide exceptional service excellence in all interactions representing Mission Capital.

Additional Information

Reports To: CEO

Supervises: This position does not supervise any other position(s)

Position Status: This is a full-time position. 40 hours a week, exempt

Virtual Office: Mission Capital currently operates in a remote/virtual office setting. This position will also work remotely with occasional in-person work to support events in Central Texas (assumes 1-2 times a month) and participating in All-Staff and team meetings throughout the year (assumes 4 times a year). This position will need to be based in Central Texas as in-person events support and administration could be required several times a month in Central Texas.

Salary: The salary range for this position is \$53,000 - \$58,000 annually and is negotiable depending on experience.

- To be considered for the 1st round of interviews, please submit your applicant information by **April 29, 2024**, with interviews being conducted the week of **May 13, 2024**, and an Equity Sharing Session with Mission Capital staff the week of **May 20, 2024**.
- If the position is not filled during the 1st round of interviews, the 2nd consideration deadline is **May 28, 2024**, with interviews being conducted the week of **June 10, 2024**, and an Equity Sharing Session with Mission Capital staff the week of **June 17, 2024**.

***The Equity Sharing Session is a 45-minute sharing session where some of our staff share about our internal equity journey, lessons learned and what it means for us to work collectively to build a race, equity and belonging culture. This is not an interview but an opportunity to learn more about our journey and to ask questions of our team.

Applying

To apply, submit the following information to this [link](#):

- Resume
- Cover letter including three references (Your references will not be contacted before you are informed).

Interview Process: The interview process for this position will be virtual. Applicants selected for interviews will receive more information about the virtual interview process.

Mission Capital is an equal opportunity employer.

Mission Capital recruits, employs, trains, compensates, and promotes regardless of race, color, religion, national origin, sex, disability, veteran status, genetic information, or gender identity. We strongly encourage members of traditionally underrepresented communities to apply, including, but not limited to people of color, LGBTQ-identifying people, gender-nonconforming people, individuals with disabilities, veterans, and people who speak a language in addition to English.

We have a clear vision: A Central Texas where all have access to opportunity and can thrive; and we believe that begins with us.

We are committed to building a team that represents a variety of backgrounds, perspectives, and skills. We pledge to provide an environment of mutual respect where equitable opportunities are available to all and staff feel comfortable being their authentic selves.

We are committed to addressing systemic issues and inequities and are focused on advancing equity in our work both internally and externally. We have courageous conversations, apply a race equity lens to our work and hold ourselves accountable to the mistakes we will make by learning from them and correcting course with enhanced understanding.

ABOUT MISSION CAPITAL

For over 20 years, Mission Capital has been serving nonprofits — now with a race equity focused mission: to create an equitable and resilient sector where all can thrive. We spark progress from within individuals, cultivate community, foster organizational resiliency, and maximize opportunity and impact across the nonprofit sector through collaboration, leadership development, customized trainings, strategic consulting and pushing the boundaries of our sector's culture.

ABOUT OUR TEAM

We are a team of individuals who are passionate about serving the people who serve our community. We aim to be champions of the individuals who make up our sector, thought partners to nonprofit organizations and resilient changemakers within our ecosystem. We are a nonprofit ourselves, committed to the advancement of race equity and opportunity within our Central Texas social sector because we believe equitable progress is key to a better future for us all.

OUR WORK CULTURE

We strive for a people-first work culture where wellbeing and work-life balance are both individualized and normalized. As such, our Leadership Team is committed to upholding the MC Wellbeing Principles and all MC staff create strategies for self-care and work-life balance, both individually and as a collective.

All Mission Capital staff receive:

- Flexible hours and work schedules to create work-life balance & prioritize self-care.
- Personal Time Off (PTO) from work for vacation & sick leave. New full-time employees within their first 2 years of employment accrue 19 days per year. Part-time employees accrue PTO on a prorated basis.
- Approximately 12 paid holidays per year, as well as Summer Fridays.
- Robust benefits packages, available in varying levels for full-time and part-time staff, as well as professional development opportunities.
- A one-time remote stipend to set up your virtual workspace.

MISSION CAPITAL WELLBEING PRINCIPLES

STAFF WELLBEING AND SAFETY IS THE HIGHEST PRIORITY.

Our highest priority is for our staff safety and wellbeing. All decisions will be made with staff at the forefront.

WORK LIFE BALANCE & BOUNDARIES ARE EXPECTED AND WILL BE RESPECTED.

Each staff member is empowered to consider what work life balance means for them and determine how they want to establish boundaries. While our work is important, it is not always urgent, staff have the agency and are encouraged to set boundaries and create work life balance that is individualized and multidimensional based on their needs.

PERSONAL TIME OFF IS PRIORITIZED AND PART OF OUR CULTURE.

Staff are encouraged to use PTO. While we would like all staff to completely disconnect during PTO, we recognize that staff should have the agency to take leave in ways that works best for them. Staff have the agency to consider their individual needs and decide how to utilize PTO in ways that is best for them.

FLEXIBLE WORK SCHEDULES ARE AVAILABLE TO ALL STAFF.

Staff can work variable hours during the day to balance their personal and work lives including working early morning or late hours per individual staff member needs. All staff are encouraged to talk to their direct manager about what work life balance means for them and how they want to schedule their work hours which includes alternative schedules.