

## GRANTS MANAGER JOB DESCRIPTION

**Position Title:** Grants Manager

**Category/FLSA Status:** Full-time, Exempt

**Supervisor:** Chief Development Officer

**Supervises:** NA

**Office Location:** 1226 E. Weatherford Street, Fort Worth, TX 76102

### **Position Summary:**

The Grants Manager is responsible for creating and submitting dynamic grant proposals to help support Girls Inc of Tarrant County's budget. This position is responsible for all aspects of raising financial support from foundations, corporations, and government sources requiring proposals for both unrestricted and restricted projects.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Conduct prospect research to produce sufficient number and quality of prospects.
- Evaluate, develop, and prioritize proposals for corporate, foundation, and government grants.
- Generate proposals for unique projects and programs to institutions and individuals that include: narrative proposals, budgets, reports, and other ancillary materials.
- Manage existing grants by tracking, developing internal reporting schedules, writing reports, maintaining detailed historical records, and working with staff to ensure proposal conditions and expectations are met.
- Inform relevant staff of grant outcomes, outputs, and other deliverables to ensure compliance.
- Manage the donor database from data entry, donor acknowledgement, maintenance, and reporting.
- Monitor and manage grants income goal.
- Assist with other fundraising projects as requested.
- Provide stewardship for donors as appropriate.
- Provide reports to supervisor, Chief Executive Officer, and Board of Directors as requested.

### **Agency Mission and Goals:**

- Understand and support the mission of the organization; commit to elevating mission effectiveness.
- Represent the agency with professionalism, integrity, and a commitment to excellence at all times.
- Participate in goal setting for program objectives, and 5- year strategic plan.
- Work cross departmentally to ensure organization collaboration

### **Related Agency Activities:**

- Participate in periodic assessment of own performance; develop professional goals and objectives.
- Participate in staff meetings and conferences; work collaboratively with staff to meet goals.
- Participate in fundraising and volunteer engagement events as directed.
- Engage in approved continuing education opportunities as appropriate.
- Share the duties of answering phones and greeting guests.
- Serve as an ambassador for the agency.

**Minimum Qualifications:**

- Bachelor's degree in Journalism or English preferred, or equivalent combination of education and experience.
- 2 years of grant writing experience
- Exceptional written and oral communication skills.
- Knowledge of Microsoft Office programs.
- Knowledge and familiarity with research techniques for fundraising prospect research.
- Experience with budget and program development and monitoring.
- Experience as an active user of donor database software.
- Expertise in contracts and agreements.
- Available to work some evenings and weekends.
- Ability to provide professional references and clear extensive background checks.
- Possess reliable transportation and a valid Texas driver's license.

**Preferred Qualifications:**

- Certification in fundraising and/or grant writing and management.
- Proven successful track record of raising foundation and government funds.
- Previous experience with non-profit fundraising.
- Expert knowledge of fundraising techniques and strategies.

**Physical Requirements and Work Environment:**

This position requires the ability to operate phones, computers, and other office equipment, and the physical ability to perform light lifting. This person must be able to communicate effectively, both orally and in writing, with professionals. Work is generally performed in an office setting. This person may be required to travel to various locations throughout Tarrant County. Generally, the working conditions have little or no exposure to extremes in safety hazards or hazardous materials.

**Equal Employment Opportunity:**

Girls Inc. of Tarrant County provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, veteran status, genetic information, or any other discrimination prohibited by law. The agency complies with all applicable federal, state, and local laws, regulations, and ordinances prohibiting employment discrimination.

**For consideration, please email your resume, cover letter, salary requirements and a writing sample to Kris Canfield, [KCanfield@girlsinctarrant.org](mailto:KCanfield@girlsinctarrant.org).**