

Fort Bend Women's Center Grants Manager

REPORTS TO: Chief Development Officer

STATUS: Salaried Non-Exempt

If you are a natural storyteller, who can turn data and details into compelling narratives, enjoy being supremely organized and are driven to change lives, Fort Bend Women's Center (FBWC) is currently looking for a Grants Manager to join the Development & Communications Team.

You could be where healing and hope begins for survivors of domestic violence and sexual assault and their children.

POSITION SUMMARY:

As the Grants Manager, you are in a position to impact the wellness and stability of hundreds of survivors each year. FBWC is growing and you can be an integral player on the team that secures funding for FBWC programs and facilities. You will identify and pursue funding sources to bring the growth plan to life. The Grants Manager will write and submit grant applications in a timely manner; manage post-funding reporting and audit requirements; and develop and execute plans for acquiring funding from major donors, private foundations, and other sources.

Essential Functions:

- Support the Chief Development Officer and other internal stakeholders in the identification, management, and evaluation of earned income opportunities.
- Track opportunities in our CRM/development software (ETapestry), and regularly report on progress.
- Proactively identify and research funding sources; evaluate opportunities in collaboration with program and senior staff; and aggressively seek funding for existing and new FBWC programs from grants, government contracts, foundations and corporations.
- Build substantive relationships with a broad array of funders, and actively cultivate relationships with donors and external stakeholders to work toward/facilitate funding opportunities.
- Attend RFP and/or meetings for new grant opportunities
- Accurately compile, write, and edit all grant applications exhibiting exceptional expository writing skills and a masterful command of grammar and spelling.
- Develop individual grant proposals in accordance with each grant-making organization's preferences and follow exactly each organization's guidelines.
- Prepare renewal grants as applicable with local, state and federal government agencies; foundations; and corporations.
- Track existing and pending grants in ETapestry and other internal reporting systems.

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- Manage scheduled and as-necessary audits, reviews, and progress/quarterly/annual reports required by a grant-making organization that has funded a project or program.
- Review the budget of a project or program for which funding is sought and make recommendations to better present it to donors and funding organizations.
- Keeps in contact with donors and other funding organizations during their review of a submitted application or proposal in order to be able to supply additional supportive material or identify/facilitate conversations with subject matter experts.

Grants Manager-Qualifications:

- Bachelor's degree or equivalent work-related experience.
- 3+ years of direct development experience, including planning and managing financially successful grant development and donor cultivation programs.
- Outstanding analytical skills with a demonstrated capacity to understand complex organizations and an ability to conceptualize, manage, and evaluate numerous large-scale projects simultaneously.
- Proven grant writing experience, demonstrating consistent growth and achievement of grant income budgets.
- Outstanding poise and personal presence with exceptional written, presentation, and listening communication skills.
- Advanced proficiency in Microsoft Office.
- Experience developing and managing earned income revenue streams is preferred.
- Ability to provide leadership across development disciplines (grants, donors, events, and/or other areas), embrace responsibility, work independently, and set own goals.
- Impeccably detail-oriented with an ability to manage short deadlines and stay on top of the reporting and audit requirements for dozens of grants.

HOURS: Full-time 40 hours per week. Flexible according to program demands. Some evening and weekend hours required.

BENEFITS: Health, vision and dental insurance; Life and LTD insurance, 403(b) retirement plan; vacation, well and sick leave.