



**BOYS & GIRLS CLUBS
OF GREATER HOUSTON**

Job Title:	Grant Manager
Job Family:	Development
FLSA Status:	Exempt
EEO Category:	Professionals
Reports To:	Sr. Director of Major Gifts & Foundations
Salary Range:	\$51,667.00 - \$77,501.00
Application:	Click Here
Location: In Person NOT HYBRID OR REMOTE	815 Crosby St. Houston TX 77019
Revision Date:	5/13/2026

FUNCTION – SCOPE STATEMENT:

Responsible for writing compelling letters of intent and grant proposals to private foundations and corporations as well as key components of public fundraising. Research foundation and corporate funding prospects; develop and write grant proposals; track and acknowledge grants; gather data and write stewardship and metrics reports for donors; and provide direct support to the Development Team as needed.

MAJOR JOB TASKS AND RESPONSIBILITIES:

- Generate a significant portion of the budgeted foundation and corporation fundraising goals from institutional sources on an annual basis.
- Assist with cultivation of prospective institutional donors, serve as prospect manager for portfolio of donors.
- Write, submit, and track grant proposals and reports in Raiser's Edge, managing deadlines for the Foundations and Corporations Teams. Manage restricted and unrestricted grant proposals. Assist with compiling information for and writing LOIs and proposals for larger grants as needed.
- Become content expert on BGCGH programs and expected outcomes. Continuously maintain updated, accurate, high-quality template proposal language and general information bank for use by Development Team and others.
- Work closely with Programs /Operations team to develop meaningful grant proposals, track outcomes, and report on grant results. Communicate reporting requirements to Development, Operations, Finance and Club staff in a timely manner.
- Work closely with Finance team to develop budgets for proposals, anticipating reporting requirements throughout the grant period.
- Create and coordinate exceptional stewardship content with Relationship Managers for institutional donors, beyond required reporting, including the development and implementation of regular stewardship mailings, site visits and other stewardship activities.
- Update fundraising database (Raiser's Edge) with relevant donor information and track proposals and actions.

- Manage communication with Finance, Programs and Operations staff to ensure fulfillment of grant expectations and reporting requirements.
- Maintain ongoing communication with Clubs, actively support staff in local grant writing efforts, identify new funding opportunities, and tracking in Raiser's Edge.
- Maintain up-to-date knowledge of Club activities, programs and outcomes.
- Assist with events managed by Development team, and other events as needed.

ADDITIONAL RESPONSIBILITIES

Performs other related duties and responsibilities as required or as assigned.

MINIMUM QUALIFICATIONS:

- Bachelor's degree from an accredited college or university.
- A minimum of 4 years of grant writing experience including proposal, report, and budget development.
- Proven track record of raising \$1M+ annually.
- Knowledge of and involvement with Greater Houston area foundations and corporations.
- Excellent written communication skills and strong verbal communication skills.
- Willingness to accept constructive feedback during draft phase of proposal.
- Ability to meet deadlines, manage multiple projects, and pay attention to detail is critical.
- Strong interpersonal skills and ability to connect with staff across diverse functions, including Finance, Programs, and Operations.
- Capacity to work well independently and take initiative as well as to collaborate with colleagues and work as a team.
- Flexibility – candidate should be willing and able to adapt to new and evolving organizational and funding priorities and to work occasional evenings as events and project deadlines dictate.
- Commitment to mission.
- Eagerness to join a quick-paced energetic development team.
- Willingness to travel between Main Office and local Clubs.
- Proficiency with Microsoft OS; Raiser's Edge experience preferred.

RELATIONSHIPS:

Internal: Maintain close, daily contact with the Club management to exchange information, seek and give assistance, consultation and direction. Maintain contact with financial staff and support staff. Maintain written and verbal contact with volunteers and donors.

External: Maintain contact with corporate leaders, community, board members, donors, volunteers, vendors and the public to seek financial support and provide information regarding club activities and needs.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

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 stand; walk; use hands to fingers, handle, feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; taste or smell. The employee frequently is required to sit. The employee must regularly lift and/or move up to 30 lbs. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

DISCLAIMER:

The information presented indicates the general nature of work and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

EOE/m/f/disabled/vet