



Position: Grants Manager

About Child Advocates

As Harris County's only Court Appointed Special Advocates (CASA) program, Child Advocates mobilizes court appointed volunteers *to speak up for abused and neglected children who are lost in the system and guide them into safe environments where they can thrive*. Serving in the role of *guardian ad litem*, our advocates provide recommendations with insights to judges regarding the children's permanency plans as well as support services needed to recover from the trauma caused by abuse and neglect.

Job Description

Child Advocates is seeking a highly motivated and detail-oriented individual to join our development team as a Grants Manager. This position is responsible for identifying potential funding sources, writing and submitting grant proposals, and ensuring compliance with grant requirements. The successful candidate will maintain relationships with funders, monitor grant deadlines, and assist with creating budget proposals and financial documentation for reporting. This position reports to the Development Director.

Essential Job Functions:

1. Development of foundations, granting entities, and general fund development (past, present and potential donors) through grant writing, phone calls, letters/correspondence, personal meetings, follow-up, thank you and reports.
2. Coordinate all activities with overall agency development plan.
 - Coordinate with Finance and Program Departments regarding funding requests and reports.
 - Make donor contacts, in-person calls, and attend donor meetings and presentations as needed.
 - Plan, manage, and track interactions via RE Database and keep all electronic files accurate and up to date.
 - Prepare status reports including analysis of pending proposals, grants in process, relationship management needs, and reporting requirements in order to determine growth strategy, planning, and status.
 - Communicate with board and committee members for support with development activities.
3. Identify latest research and recent material on child abuse and neglect. Incorporate information into grants, newsletters, brochures, and other requests. Write on a regular basis, ensuring all agency related supporting materials are accurate. Perform general writing tasks that may include composing letters, direct mail pieces, ad copy and other materials as needed.

4. Coordinate Child Advocates' legislative advocacy efforts at the city, county, and state levels.
5. Provide Development Director and Team with research on trends and best practices in fundraising on an ongoing basis to improve fund development efforts.
6. Actively assist in special events, annual development planning, and implementation.
7. Make public appearances and speaking engagements on behalf of the agency.

Qualifications

- Minimum of two years grants writing experience
- Bachelor's degree in Liberal Arts, Journalism, English, History or Communications (preferred)
- Proven ability to work successfully with Board Committees
- Direct donor experience and proven success in establishing and cultivating donor relations
- Proficiency in Microsoft Office, including Outlook, Teams, SharePoint, Word, and Excel
- Experience with Raiser's Edge or similar donor database software
- Strong attention to detail and accuracy in data entry and management
- Excellent written, interpersonal, and public speaking skills
- Excellent organizational and project management skills
- Demonstrated experience creating work plans, budget projections, and grant reporting
- Experience writing or creating presentations for varied audiences
- Ability to work collaboratively in a team as well as independently
- Understanding of fundraising principles and donor relations
- Previous experience working with broad scope of constituency groups, including board and committee members, donors, and representatives of organizations and businesses

Work Characteristics

- Must be able to lift and move up to 30 pounds of equipment or supplies
- A valid Texas driver's license with a clean driving record and auto liability insurance is a prerequisite for employment
- A clean background check is a prerequisite for employment
- Must be available to work evening and weekends as required by fundraising and organizational activities
- Will be required to use own vehicle to travel off-site

Compensation and Benefits

- Salary range between \$60,000-\$65,000
- Medical, prescription drug, dental, vision, life, disability insurances
- Flexible spending account
- Vacation, holiday and sick leave
- 401(k) Plan
- Hybrid position after 4 months in office

How to Apply

Please visit the Child Advocates careers page at www.childadvocates.org/careers and click on apply.