

CASA of Central Texas, Inc.

POSITION DESCRIPTION

Title: Grants Manager
Status: Exempt / Full-time (40 hours per week)
Schedule: M-F flexible with occasional evenings and weekends
Reports to: Director of Development
Location: Based in New Braunfels, TX or San Marcos, TX. Travel within the Central Texas area utilizing your privately-owned vehicle (mileage reimbursed).

ABOUT US:

We envision a world where every child thrives in a safe, stable, loving home. CASA of Central Texas (Court Appointed Special Advocates) provides high quality best interest advocacy for children and youth in the child welfare system. We train and empower community volunteers to ensure children's needs are met and their voices lifted. We commit to strengthening the connections and well-being of children in foster care, one family at a time. CASA of Central Texas is a 501(c)(3) non-profit organization in operation since 1985. In 2023, we served 500 children (about 65% of children in care) with 210 volunteers in Caldwell, Comal, Guadalupe, and Hays Counties.

VALUES & PRIORITIES:

CASA CenTex core values include advocacy, dedication, compassion, support, integrity, and relationships. Our strategic priorities focus on engaging community partners and stakeholders to build strong relationships; improving workforce stability and retaining operational knowledge; strengthening business practices for efficiency and effectiveness; and proactively marketing our organization to build and grow within our service area.

JOB SUMMARY:

The Grants Manager is a key role on our development and fundraising team as it contributes to the agency's fiscal health and deepens trust and confidence from the community. Following donor-centered practices, this role cultivates relationships to maximize financial gifts provided through various avenues so that donors may pursue their values by supporting CASA's work. This position holds functional responsibility over Grants Management. The Grants Manager curates a universal giving experience that exemplifies simplicity and sophistication.

This position works closely with executives and staff, requiring intra- and cross-departmental collaboration. To succeed in this position, candidates should be resourceful, creative, analytical, adaptable, and organized with the ability to build rapport with donors and all levels of our team. Exceptional communication, project management, process management, and problem-solving skills are essential. The ideal candidate will be a professional contributor to fundraising and

relationship building; have a passion to share the CASA mission; and enjoy both behind-the-scenes work and public relations.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in business, marketing, communications, public administration, or related field.
- 2 years of relevant work experience in fundraising, donor relations, and grant writing/management.
- Outstanding written, verbal, and public speaking communication skills; ability to convey clear, structured, articulate, succinct and persuasive presentations and reports; with high attention to detail.
- Strong time management skills to manage multiple assignments and deadlines.
- Strong team management with organization, delegation, and leadership skills.
- Proficiency in design and communication applications such as Canva, Constant Contact, and MS Office 365.
- Experience with event campaigns, grant, and donor database applications such as GiveButter and GrantHub, preferred.
- Proficiency with core social media platforms in a workplace setting.
- Experience and ability to deliver professional, polished events in a workplace or organized volunteer setting, preferred.
- Experience working in a non-profit organization is preferred.

ESSENTIAL JOB FUNCTIONS:

This position holds primary responsibility on our development team for grants management. This role holds broad responsibility for donor relationships and resource development. Activities include fundraising, program, and administration.

- Engage across the Development, Engagement, Casework, and Administration departments to ensure the seamless coordination of logistics and stakeholder management; Under guidance of the CEO, liaise with the Board of Directors.
- Coordinate with internal Communications staff to identify and ensure appropriate levels of publicity on our fundraising and philanthropic activities.
- Participate in team meetings to support campaigns, grants, signature events, third-party events, and other donor cultivation and donor appreciation efforts of your peers.
- Coordinate with internal staff to ensure existing and prospective sponsor, funder and donor data is accurately recorded in the donor, communications, and other databases.
- Identify and establish fundraising measures, baselines, benchmarks and goals and report on accomplishments; Analyze data to achieve organizational objectives and fundraising effectiveness; Aim for continual improvement.
- Establish and manage portfolio budgets to drive income growth, Monitor and report regularly on income forecasts and variances.
- Identify and establish standard procedures; Create project manuals and process outlines; Solve problems when there is little guidance from established practice or precedent.

- Train other staff and supervise volunteers to help them understand their roles and responsibilities and develop them to take on individual and group leadership roles.
- Ensure detailed recordkeeping of meetings, decisions, project management.
- Attend and deliver talks and presentations to local community groups and organizations; Represent CASA at events as a public speaker and organizational ambassador.
- Conduct vendor contract discussions and track vendor adherence to contractual obligations and performance as agreed.
- Establish and maintain timelines of deliverables; Organize meetings and communicate with staff, volunteers, and vendors to ensure delivery.
- Maintain a calendar of grants to ensure that key deadlines are met, and that fundraising capacity is maximized.
- Explore and pursue new funding opportunities and development strategies from a broad range of sources to preserve a level of giving excitement and discourage giving fatigue.
- Evaluate grant performance through participant feedback, pre and post data analysis, and debrief meetings to inform future planning and improvements; Discern and guide creation of new fundraising ideas and suggestions.
- Be aware of the unique volunteer and funding needs of CASA; Build strong connections and relationships with both new CASA connections and existing connections.

Grants:

- Manage the grant portfolio including private foundation, government, corporate, community and other sources, Responsible for the grant life cycle from research to proposal writing, award notification, interim reporting, grant closure and recordkeeping.
- Coordinate with program staff to identify needs, prepare RFIs to gather supporting information and data, and ensure approval for grant deliverables; Circulate grant guidelines and RFPs (Requests for Proposals) with relevant internal leaders; Exercise initiative to collect and finalize program information for proposals.
- Using creative and technical writing skills, create compelling narratives and case statements.
- Assemble and submit grant requests, including LOIs, proposals, budgets, and presentations.
- Ensure accountability to funders by compiling and submitting timely reports through required templates and ad hoc formats.
- Prepare requests for information from program and finance staff, gather and analyze program data; Write interim and final grant reports (monthly, quarterly, semi-annual, and annual reports).
- Establish and maintain personal contact and relationship with foundation contacts and program officers.
- Prioritize projects to keep multiple projects moving in a timely manner, meet deadlines and manage supplemental material.
- Ensure highly organized recordkeeping and file management, including paper and electronic files, and proper records retention and destruction.
- Conduct prospect identification and research; Provide innovative ideas and concepts to secure new funding.

Database Management:

- Serve as the primary manager or provide back up support for the Grants Management database or procedures for grant cycle (ex: GrantHub) including its infrastructure, protocols, data entry systems, and gift recognition processing.
- Process and enter contacts and touch points into the CRM for the development team and assist the accounting staff to ensure the integrity of the donor management database.

Fundraising Campaigns:

- Lead campaign and donor cultivation through direct mail and social media campaigns such as End-of-Year, Giving Tuesday, Amplify Austin, Big Give.
- Conceive, strategize, design, and implement donor appeals to include developing content, creating materials, and publishing social media for campaigns.
- Collaborate with external donor fairs and attend workplace giving sites, make presentations, and participate in community events to promote philanthropic giving.
- Create soft-development content and communications including making contributions to the monthly newsletter and annual impact report.
- Solicit and coordinate volunteer help with direct mail projects, donor appeals and development-related communications.
- Identify and solicit volunteer contributions to campaigns, outreach, and communications.
- Solicit and coordinate volunteer administrative help with direct mail and other projects.

Advanced:

- With additional experience and demonstrated competency, the Grants Manager may be responsible for advanced development and fundraising such as Corporate Partnerships, Major Gifts, Planned Giving, and/or special projects and assignments.

Other:

- In accordance with team philosophy, complete special projects and tasks as requested by the Director of Development and the CEO; perform other duties as situations warrant; the above list is illustrative of tasks and responsibilities and is not meant to be all-inclusive nor is it intended to substitute for the exercise of good judgment and initiative.
- Maintain confidentiality of CASA clients and donors; protect confidentiality by being aware of information in workspace and of persons who can hear confidential conversations; utilize locking enclosures for paper and electronic information.
- Participate in a minimum of 12 hours annual self-development training
- Attend conferences and workshops, meetings and events as requested, and as an appropriate and professional representative of the organization.
- Participate in fundraising initiatives, projects, and events, as requested; attend advocate training, advocate recognition events and court hearings periodically.
- Assist in community education and raising awareness about the CASA program.
- Demonstrate and champion alignment with CASA vision, mission, and values in daily work.
- Travel to/from CASA offices located in New Braunfels and San Marcos; travel in 4-county service area; and occasional travel to other locations.

Knowledge, Skills, and Abilities:

- Proficiency in MS Office (Word, Excel, Outlook, Teams, PowerPoint). Experience with grant management and donor database (Donor Perfect) preferred. Knowledge of effective utilization of audio-visual equipment preferred. Working knowledge of donor giving and event platforms. Exceptional understanding of philanthropy and extensive knowledge of central disciplines of resource development. Strong project and process management, and experience managing budgets. Clerical skills with attention to detail and accuracy. Ability to manipulate a large volume of data. Advanced skills in creative design software and databases. Ability to manipulate a large amount of data. High attention to detail and accuracy. Comfort with tasks ranging from daily routine to specialized. Ability to be flexible and multitask. Excellent people skills with the ability to partner with a dynamic leadership team. Strong interpersonal, written, and verbal communication skills. Patient and adaptable approach, working with cross-disciplinary teams in a collaborative style; efficiently problem solve with others. The ability to remain cool under the pressure of managing people and logistics as launch nears. Ability to be flexible and manage multiple directions. Ability to work independently, be goal-oriented with initiative, and handle multiple deadlines. Ability to work in sensitive situations, with sensitive information, and maintain confidentiality.

Work Environment and Physical Demands:

- Prolonged periods of sitting at a desk and working on a computer. Reach with hands and arms. Stand, walk, sit; use hands to finger, grasp, handle, feel or operate objects, tools, or controls; and speak, hear, and read in both quiet, small, private settings as well as loud, large, public settings. In-office and out-of-office public contact with people. Occasionally required to kneel, bend and crouch. Walk and stand for lengthy periods of time at events. Occasionally lift and move up to 40 pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Subject to the usual interruptions associated with providing friendly service and performing multiple duties; respond courteously and professionally; operate typical business office equipment; duties normally provided in surroundings where undesirable physical conditions and hazards are minor and controllable.
- Sometimes required to attend off-site functions and will be required to provide own transportation (mileage reimbursed).
- Business appearance and proper grooming/hygiene required and determined by professional situation, i.e., business casual, business professional, cocktail/black tie, etc.
- Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions in this position.

EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge that I have received, read, and understand this Position Description for Grants Manager. I hereby certify that I have the ability, and I agree to perform this job to the best of my abilities, the functions and duties described herein, with or without reasonable accommodation. I understand that this document does not constitute an employment contract or alter my "at-will" employment status. I further understand that the duties and responsibilities described herein are subject to change or modification, as determined by management, and that I am responsible for performing any job duties, or other tasks, and responsibilities that may be assigned, and/or directed by management.

Employee Name, Print	Signature	Date
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