CASA
CHILD ADVOCATES
SAN ANTONIO

Grants Specialist

Location	CASA, San Antonio, TX 78222
Reports to	VP of Mission Advancement
Supervises	N/A
Regular / Temporary	Regular
Salaried / Hourly	Salaried
Exempt / Non-exempt	Exempt
Full-Time / Part-Time	Full-Time
Eligible / Not Eligible for Field Day Consideration	Eligible

Organizational Summary:
You can make an incredible impact at CASA. You will be part of a caring and committed team of individuals working on behalf of children and youth experiencing foster care. To be successful in this role, you must demonstrate and champion alignment with our company's vision, mission, and values in daily work actions. You must also demonstrate a commitment to complying with CASA's policies, regulations, processes and participate enthusiastically in CASA's culture of continual improvement, including support of our Entrepreneurial Operating System (EOS), Values-Based Leadership, and personal development.

This position is an exempt position and will require working hours outside of a typical work week. CASA will accommodate the selected candidate's work schedule for any additional hours worked at after-hour events.

Intent of the Position:
Maintain and grow CASA's portfolio of community-based grants while increasing its value to meet fundraising goals. Develop and submit grant proposals, build relationships with foundation and funder personnel, and research and qualify new funding opportunities to support CASA's strategic goals.

Responsibilities:

- Write and submit compelling grant proposals, letters of inquiry (LOIs), applications, and supporting documents to secure funding for CASA, ensuring all submission deadlines are met.

Updated: October 2026

- Research and identify new grant funding opportunities that align with CASA's mission and funding priorities, while building and maintaining relationships with prospective funders.
- Coordinate the grant application process, ensuring proposals are completed accurately, submitted on time and reviewed by VP of Mission Advancement and CEO.
- Identify reporting guidelines for each grant awarded and communicate accurately and collaboratively with finance to coordinate tracking and reporting.
- Report internal statistics and metrics related to grant portfolio performance.
- Manage grants and related projects through project management platforms, maintain accurate grant and donor records in the funder database, and prepare for and participate in grant-related meetings with VP of Mission Advancement, Finance, and CEO.
- Build and maintain relationships with foundations and other funding organizations to support current and future grant opportunities.
- Maintain a comprehensive schedule of grants to ensure submission deadlines, financial & reporting requirements, amount requested, and amount awarded.
- Maintain grant files on the network hard drive accurately and in an organized manner.
- Submit grant/grantor-related articles for inclusion in volunteer and donor newsletters, as well as the organization's annual report.
- Participate in advocate pre-service training within six months of hire and then in a minimum of 12 hours of ongoing education per year.
- Other duties as assigned by your leadership

Required Education and Experience:

- Bachelor's degree from an accredited institution of higher learning or an equivalent combination of education and relevant experience.
- Two or more years of experience in grant writing, including developing and submitting grant proposals.
- Experience researching and identifying grant funding opportunities.
- Experience managing multiple grant applications, deadlines, and submission requirements.

Preferred Education and Experience:

- Experience in grant writing, including researching funding opportunities, developing proposals, and submitting grant applications.
- Experience working in a nonprofit organization.

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Knowledge, Skills, and Abilities:

- Knowledge of MS Office applications, Internet, email software, and grant management systems
- Skills in writing clear, compelling grant proposals and related documents..
- Skills in proofreading and editing written materials with a strong attention to detail.
- Ability to analyze and summarize complex information clearly and concisely.
- Ability to work effectively and harmoniously with colleagues.
- Ability to communicate and collaborate effectively with internal and external stakeholders
- Ability to organize and prioritize multiple projects while meeting deadlines
- Ability to process and handle confidential information with discretion.
- Ability to sit and work comfortably for extended periods of time.
- Ability to lift materials weighing up to a team lift of 50 pounds, walking and standing for extended periods, and bending to reach for materials.
- Participate in advocate pre-service training within six months of hire and then in a minimum of 12 hours of ongoing education per year.
- Other duties as assigned by your leadership.

Quality Assurance Requirements:

- Comply with National and Texas CASA standards and applicable grant requirements.
- Pre-employment drug screening required.
- Applicants must pass a Criminal Justice Information Systems (CJIS) fingerprint-based background check and maintain CJIS eligibility throughout employment.
- Applicants must pass a child abuse and neglect registry check and maintain abuse and neglect registry eligibility throughout employment.
- Possess proof of current automobile insurance and maintain throughout employment.
- Possess a valid current and unexpired Class “C” Texas Driver’s license and maintain throughout employment.

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We are an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, disabilities, and/or genetic information (including family medical history), any other characteristic protected by law. We comply with all federal, state and local laws and regulations regarding employment.

Texas Administrative Code (TAC) 377.113(a)(6) job descriptions for employees, directors, and volunteers.

Apply at www.casa-satx.org

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