



Grants Manager

Family Houston

For over 100 years, we have worked in the community to help individuals and families. Our efforts are focused on three key areas including:

- Basic Needs – We connect individuals and families with resources to address basic needs, such as food and housing, as well as public benefits.
- Financial Stability – We offer individualized financial and employment coaching, as well as financial education classes on topics such as debt and credit.
- Mental Health – We provide professional, confidential counseling for children and adults, individuals, and families.

Job Overview:

Reporting to the Chief Operating Officer, the Grants Manager will be responsible for identifying grant opportunities and procurement of grants by accessing available federal, state, or organizational grants.

Responsibilities:

Strategize

- Observe local and national funding trends, and communicate those trends to Family Houston leadership
- Partner with Family Houston leadership to develop innovative initiatives that further the organization's mission and align with funding trends
- Collaborate with Family Houston leadership to develop grant strategies that further organization and program goals
- Work with leadership team in developing grant revenue goals that fit with overall fundraising plan
- Steer efforts to achieve grant revenue goals and adjust plans according to shifting needs and opportunities

Identify, Secure, and Retain Funding

- Research and identify prospective grant funding
- Cultivate relationships with new and current funders
- Execute grant strategies by working cross-departmentally to develop narratives, budgets, benchmarks, and outcomes for proposals and reports
- Manage grant proposal and reporting process
- Maintain records of solicitations and applications

Writing

- Develop written content that is original, compelling, clear, and concise
- Have a flexible writing style and voice
- Provide additional support by writing and editing other communications pieces, as needed

Requirements:

- Bachelor's Degree required, preferably in English, Communications, or a related field.
- Three to five years of grant writing experience required with demonstrated success in persuasive proposals.
- Possess exceptional writing skills and mastery of spelling and grammar
- Possess a strong understanding of and comfort with working with budgets for grant proposals
- Pay close attention to detail
- Skilled with various software packages including Excel, Word, and Power Point
- Ability to manages simultaneous assignments and deadlines

Compensation:

This is a salaried, exempt position with a range of 60,000 - \$70,000. Benefits include full medical, dental, and vision benefits, paid time off, short-term and long-term disability and 403b retirement plan.

To Apply: Please send resume to hr@familyhouston.org