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Grants Manager

Department: Development

Location: Austin, TX; Los Angeles, CA or Chicago, IL

Common Threads Overview:

Common Threads is a 501(c)3 non-profit organization that is national in scope but has local footprints in each of our fourteen major program locations. Common Threads is dedicated to bringing health and wellness to children, families and communities through cooking and nutrition education. We integrate our preventative health programs into school districts and community organizations to help combat the rising number of diet-related diseases and cultivate a culture that embraces a healthier lifestyle and celebrates diversity through food. We envision a community of learners that embraces healthy cooking, healthy eating and healthy living as both a life choice and a human right. Common Threads is committed to making nutrition and cooking education programs an integral part of childhood education for all.

Grants Manager Position Overview:

Common Threads (CT) is seeking a highly motivated Grants Manager to manage a portfolio of current giving partners, and to grow our funder network by earning new foundation and corporate grants. The incoming Grants Manager is responsible for managing current funding accounts, including writing reports and renewals requests, and stewarding foundation and corporate partners during their grant terms. The Grants Manager will also help grow Common Threads' network of funders by cultivating new or growing relationships with institutional and corporate funders as identified by yourself, by our Program Managers, and/or by the Development Director and VP of Development. Responsibilities include grant writing, report writing, conducting research to identify potential foundation support, as well as outreach, relationship-building, and stewardship engagement with potential and current funders. You will manage deadlines and grant compliance. You will engage program and leadership team members and boards to help cultivate relationships, coordinate site visits, and ensure your grant accounts and contacts are frequently activated and engaged with CT. Responsibilities also include keeping records of grants submitted and upcoming using our CRM and tools such as Google docs, maintaining outreach calendars and drafting invitations and organizational updates, and all grant-related administrative work. Common Threads currently submits about 150 grant applications on an annual basis, as well as grant reports and concept papers. The Grants Manager reports to the Director of Development and may also work closely with Program team members who operate programs in our 13 U.S. markets, with the VP of Development, and with Communications colleagues. The Grants Manager may also contribute to creating, refining, and formatting or revising other communications and written materials required for the development team to effectively secure dollars for the organization and provide effective stewardship with foundation partners.

Responsibilities:

- Work with Director of Development and VP of Development to meet annual goal for foundation (and some other institutional funder) revenue
- Conduct in-depth prospect research and assists Director of Development in stocking annual pipeline with viable funding requests for all target markets (currently Chicago, Miami, Los Angeles, Washington DC, New York City, Austin, Pittsburgh, Dallas/Ft. Worth, El Paso, San Antonio, Houston, Dallas)
- Manage all aspects of grant application process (LOI, Proposal, Report) for a portfolio of funders assigned by Director of Development

- Contribute to the development and execution of stewardship plans, which may include but is not limited to working with Director, VPs, Program colleagues to help drive and participate in foundation partner introductions, ensure donor recognition and partner benefits, acknowledgment letters distribution, site visit uptake, appropriate foundation partner appreciation, and outreach and communication with prospects and current and past funders
- Contribute to Foundation Relations database: Responsible for the accurate and timely entry of foundation information, including contacts, deadlines for all application materials and reports, and key recognition and outreach activities Contribute to projects that engage the entire Development and Communications Team (such as Panel events), and engages with Program Managers and other team members as needed for grants to obtain all necessary details of CTs' current and planned programs and activities
- Provide grant writing and editing support for Director and VP of Development
- Provide editing, formatting, or composition support to other staff as needed
- Other duties as assigned

The above statements are intended to describe the essential job functions of this role and are not an exhaustive list of all duties performed by personnel occupying this position.

Qualifications:

- Excellent writing and editing skills, and proven ability to construct clear written arguments
- Three years + experience in fundraising activities for a nonprofit organization or foundation
- Previous grant writing experience desired; previous writing experience required
- B.A. required
- Ability to work within a mission-driven environment to develop professional and respectful relationships with people both internal and external to Common Threads
- Ability to meet deadlines
- Ability to manage projects with minimal supervision
- Ability to quickly form relationships and build trust among coworkers, including managing up to leadership team members regarding your projects/funders
- Strong attention to detail and analytic thinking
- Be self-motivated, confident and have outstanding communication skills, both verbal and written
- Strong organizational, time management and logical thinking skills
- Experience working with culturally diverse populations
- Experience and/or high comfort level working virtually with internal and external team members

AMERICANS WITH DISABILITY SPECIFICATIONS

Physical Demands:

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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds.

How to apply:

View the full application online and apply at <http://commonthreads.org/careers.html>. No phone calls please. Serious applicants only, incomplete applications will not be considered. No third-party firms.