

# Grants Officer

The [Texas Tribune](#) is seeking an experienced full-time fundraiser to support philanthropic growth for this leading member-supported, digitally focused, nonpartisan news organization.

The grants officer is responsible for coordinating and executing processes around the life cycle of grants, including developing, cultivating, soliciting and submitting reports, as well as stewarding a portfolio of foundations and organizations. This person will report to the Tribune's development director and work collaboratively with other development team members to coordinate efforts across departments.

We produce robust, nonpartisan journalism in a variety of formats — including data visualizations, easily searchable databases and editorial events — bringing greater transparency and accountability to public policy, politics and government. The Tribune's storytelling goes deep to break down complicated issues that impact everyday Texans. As a result, those Texans have the tools to be more thoughtful and engaged — and not just at election time.

Our goal is to raise the level of civic engagement in communities far and wide and to return civility to public discourse on the issues that matter. The foundation relations officer will work on the Development team to develop and execute comprehensive fundraising strategies to achieve ambitious financial goals in support of our \$15M organization.

The salary for this position will vary depending on qualifications; the minimum is \$65,000.

## Responsibilities

Manage the prospecting, writing, acquisition, reporting and renewal of grant portfolios:

- Develop and maintain relationships with foundation staff and other representatives, utilizing moves management practices.
- Secure invitations to apply for support through direct solicitation or by coordinating solicitation efforts with others.
- Manage outreach and scheduling with foundation contacts.
- Develop and maintain a calendar of deadlines, ensuring all applications and reports are submitted on time.

- Develop and implement accurate, comprehensive and compelling proposals.
- Track, complete and submit grant reports as required by foundations.
- Cultivate strong and collaborative relationships with staff/teams across the organization to thoroughly understand and articulate vision and funding priorities in pitches and in proposals.
- Identify new prospective foundations.

#### Program management and stewardship:

- Execute timely gift entry and record prospect research.
- Oversee and generate donor correspondence.
- Utilize established processes, templates and tools to follow internal processes for grants management, as well as help to develop new tools and procedures, as needed.
- Assist in developing and implementing targeted communications that inform foundation staff of upcoming events, share updates on pertinent projects or reporting, and acknowledge their support throughout the year.
- Ensure the accuracy of donor listings online and in financial reports.
- Serve as a key link with the Tribune's staff to implement grant deliverables.
- Ensure proper acknowledgment of all materials linked with foundation support of Tribune events.
- Manage grant report schedules and report documents.

#### Budgeting and Reporting:

- In collaboration with the development director, develop grant budgets and create budget reports with the finance team.
- Ensure accurate expense tracking and financial reporting for each grant.

#### Qualifications

- Bachelor's degree and 5+ years of relevant experience in a nonprofit setting, with an emphasis on writing fundraising proposals.

- Experience with nonprofit customer resource management (CRM) database systems, Salesforce preferred.
- Familiarity with Texas politics and government is preferred, but not mandatory.
- A clear ability to work carefully and under tight deadlines.
- An interest and understanding of The Texas Tribune's public service journalism mission.
- Excellent writing ability, with a talent for adopting institutional voice.
- A clear desire and proven ability to collaborate with other colleagues.

We know there are great candidates who won't check all of these boxes, and we also know you might bring important skills that we haven't considered. If that's you, don't hesitate to apply and tell us about yourself.

## Location

The Texas Tribune's office is located in downtown Austin, steps away from the Texas Capitol. This position can be based anywhere in Texas, though there is a preference for being based in the Austin area.

## Benefits

This job is full-time and has the following benefits:

- Medical, vision and dental insurance
- Monthly cellphone stipend
- 20 days of paid time off each year
- 12 paid holidays
- Up to 16 weeks of paid family leave plus four weeks of additional job protection
- Annual 401(k) match
- Austin-based with remote working flexibility

## How to Apply

Submit your application [here](#) by March 1, 2025, with a résumé and cover letter summarizing how you would approach this job. You may send questions to [andy.alford@texastribune.org](mailto:andy.alford@texastribune.org) and [genevieve.genest@texastribune.org](mailto:genevieve.genest@texastribune.org).

The Texas Tribune is an Equal Opportunity Employer. We are committed to diversity and building an inclusive environment for all, and we encourage applicants of all identities, backgrounds, ages, and abilities to apply.

We can't wait to hear from you.

### **About The Texas Tribune**

Here's what you should know about the Tribune. From day one we've had disruption, innovation and risk-taking in our DNA. We're ambitious as all get out but still have the punch-above-your-weight mentality of a scrappy start-up. Fifteen years ago, The Texas Tribune reinvented the business model for public service journalism. We are always looking to expand our boundaries.

We're nonprofit because the challenging economic reality for the media these days obligates us to find a different way, reliable and sustainable, to fund serious journalism. We're nonpartisan because we live in the United States of Confirmation Bias — and we don't need to be part of the problem. At the same time, nonpartisan is not non-thinking. We call B.S. when B.S. needs to be called.

All of us at the Trib believe the best way to achieve that mission is to resemble the state we cover. We're committed to building an inclusive newsroom for people of all backgrounds and ages, and we're taking steps to meet that commitment. We especially encourage members of traditionally underrepresented communities to apply for this role, including women, veterans, people of color, LGBTQ+ people and people with disabilities.

Learn more about The Texas Tribune [here](#).