



Position Title: Private Grants Manager

Department: Resource Development

About Central Texas Food Bank

Looking for a way to make a difference without sacrificing a competitive salary and excellent benefits? Apply to join the Central Texas Food Bank team! We're looking for highly-motivated people to bring their unique skills to our mission of nourishing our neighbors and leading our community in the fight against hunger. As the region's largest hunger relief charity, the Food Bank offers a diverse and inclusive workplace, professional development opportunities, and a culture of promoting from within. Our core values, **Compassion, Honesty, Accountability, Respect and Teamwork**, chart our course.

Position Overview

The Private Grants Manager coordinates the cultivation, solicitation, and deliverables for a growing portfolio of funding partnerships with private institutions including foundations, corporations and community organizations. This role involves conducting prospect research for restricted and non-restricted funds, developing and submitting proposals and applications, and applying best practices for tracking, acknowledgment and reporting to our partners. The Private Grants Manager is a key position in the Resource Development department to help increase, diversify, and sustain philanthropic support from private and corporate foundation partners.

Relationships

The Private Grants Manager is a member of the Resource Development department's Development Operations team, reports directly to Development Operations Director, and does not have any direct reports. Internally, the Grants Manager interacts daily with the larger Resource Development Department, which includes the Development Operations, Community Engagement, Community Investment, and Food Sourcing teams. This role also works in close partnership with the Food Bank's finance and program administrators to ensure the timely development, submission, and management of grant proposals and reports. Externally, the Private Grants Manager cultivates and stewards relationships with current and prospective grant funders.

Your Qualifications

- Minimum 3 years of full-time, relevant work experience with demonstrated track record of researching, writing, obtaining and maintaining a portfolio of grants.
- Progressive experience in grants managements in a non-profit environment.
- Knowledge of basic fundraising techniques and strategies.
- Proven ability to write clear, articulate, and persuasive proposals.
- Ability to evaluate data for reasonableness, necessity, and conformity with grant requirements.
- Demonstrated skills of providing effective training, presenting, project management, attention to details while delegating some responsibility.
- Proficiency in MS Office & Adobe, and high level of comfort with other digital tools and online search databases.
- Experience with donor database/CRM software; prior work with Raiser's Edge preferred.
- Ability to organize and manage multiple projects, set priorities and work independently under aggressive timelines.
- Excellent interpersonal, verbal and written communication skills.
- Belief in CTFB's mission, vision, values and culture
- Display a willingness and desire to work with people from diverse ethnic, socioeconomic and religious backgrounds.
- Display a commitment to service above all else.

Your Responsibilities

- Manage a portfolio of private grantmakers, with a focus on building strong, sustainable relationships.
- Supports Chief Development Officer, Development Operations Director and other development and executive team members to develop and maintain relationships with corporate and institutional donors; collaborate with Resource Development team members on shared relationships.
- Lead grant proposal development and submission—preparing and organizing materials for proposals, and submitting grant applications within all specified timelines, including:
 - Identifying, researching and presenting funding opportunities that are aligned with the Food Bank’s mission and overall strategic objectives from grant prospects including foundations, corporate partners, and organizations such as Feeding America;
 - Developing and submitting LOIs, grant proposals and reports; collaborating to finalize grants narratives and budgets with program administrators, finance, and the CEO;
 - Maintaining master calendar of grants and prospects and utilizing Raisers Edge database to track application and report deadlines;
 - Maintaining tools and content for written funding requests submitted by department members; and
- Manage grant compliance and reporting—providing the highest level of accountability for the use of granted funds, including:
 - Coordinating pre-award and post-award documentation and disseminating restricted grant compliance terms to finance and program administrators to ensure reporting is timely and remains consistent with stated outcomes in proposals;
 - Tracking progress toward organizational and programmatic budgets, outcomes and goals; and
 - Developing and submitting compelling progress and final reports and targeted program updates to funders.
- Manage and regularly review the work of the private grants program, using metrics to measure established goals while ensuring work is executed efficiently and with a high level of quality.
- Represent the Food Bank through site visits and presentations at meetings, conferences, events and other functions.
- Assist in the preparation of reports, data gathering, and completion of goals, metrics and deadlines.
- Commit to supporting CTFB’s mission, vision, values, and culture.
- Perform additional duties as necessary and/or requested.

Working Conditions

- **Hours of Operation:** CTFB’s core business hours are 8:00 a.m. – 5:00 p.m., Monday-Friday. Some early morning, evening and weekend hours may be required during peak periods and special events.
- **Environment:** This position may work around standard office conditions, and is eligible for a hybrid work schedule but will have times that they are needed to work in person at the office. There may be extended periods of sitting, standing and/or bending; listening, talking and/or visual concentration; writing and/or computer use. The position also requires working independently and with others on a team.
- **Travel:** CTFB serves 21 counties in central Texas and often requires same-day travel between counties, using a personal vehicle, CTFB passenger fleet and possibly occasional out of town travel for meetings, special events or meeting for some positions.

Salary Range

\$62,500 - \$70,000 depending on experience and qualifications

Comprehensive Benefits

We are committed to service, above all else, in our community and for our team members. With our commitment to the health and wellness of our team members, we provide a full benefits package to include the following:

- Medical, dental, and vision plans,
- Company-paid short and long term disability insurance plus employee life insurance,
- 403b retirement plan plus up to 5% matching contribution after one year of service,
- telemedicine for physical and mental health,
- employee assistance program,
- paid time off including paid holidays,
- outdoor seating area with a garden view, and an
- on-site gym with a shower.

In addition, Central Texas Food Bank is designated a Texas Mother-Friendly Workplace AND a Best Place for Working Parents. Grow your career, build your network and develop your talents while enjoying the flexibility of a family-friendly environment.

How to apply

Please visit: <https://www.centraltexasfoodbank.org/about-us/careers/private-grants-manager>

Cover letter and resume required to apply.