



## Grants Manager

**To Apply: Send Cover Letter, Resume, Writing Sample, and Referenes to Jenny Palecek, [Jpalecek@peoplefund.org](mailto:Jpalecek@peoplefund.org)**

### **About the Role:**

As a key member of the Philanthropic Partnerships, Fund Development & Investor Relations Team, the Grants Manager will report directly to, and work closely with, the Senior Vice President of Philanthropic Partnerships & Investor Relations. This role is a hybrid position, which requires office work at our Austin (HQ) location. The Grants Manager will be responsible for writing/editing proposals and managing the entirety of PeopleFund's grants cycle from inquiry through compliance, including but not limited to: researching and validating grant opportunities, tracking/reporting on grants made through various databases, and ensuring that we are compliant in our grant intake and signature initiative re-granting practices. In addition, they will own managing our grants calendar, tracking and communicating deadlines, and contributing to writing/editing narrative for letters of inquiry, proposals, reports and donor communications.

### **About Us:**

PeopleFund's Mission is to creates economic opportunity and financial stability for underserved people by providing access to capital, education, and resources to build healthy small businesses.

### **Our Values are:**

- Integrity First
- Service Before Self
- Excellence In All We Do

Is that you? Awesome! Let's talk about what you'll do at PeopleFund

### **Duties and Responsibilities Include:**

- Responsible for all aspects of grants management, including grant proposal development, monitoring and reporting; incoming grants and outgoing (re-granting) outreach, monitoring, compliance and reporting, as needed;
- Donor and prospect pipeline data management and analysis via CRM (cleaning/updating database re: correct information, email addresses, contact touch-points, etc.), and effective use of other cross-functional technology tools;
- Maintaining shared-access departmental files with key information, such as reports, proposals, presentation decks, minutes & correspondence;

- Producing and analyzing fundraising and sponsorship management reports, as per specifications in Team fundraising plan;
- Providing project-management support to the Philanthropic Partnerships, Fund Development & Investor Relations Team;
- Providing superior client, partner, donor — and internal-collegial — customer service; nimbly troubleshooting as necessary while collaborating on or referring complex matters to appropriate staff across the Organization, as needed;
- Producing work with exceptional attention to detail, reflecting strong internal/external customer service skills, sensibilities, and a high standard of performance; and
- Other duties as assigned.

**Requirements:**

- BA or equivalent education
- 5+ years of nonprofit or philanthropic administrative experience or equivalent — experience in CDFIs and/or with public/government grants desirable.
- Demonstrated commitment to and passion for PeopleFund’s mission, vision, and values.
- Expertise in CRM, Word, Excel, PowerPoint, list management, and other web-based programs.
- Proficiency in project management & cross-team collaboration to execute project/team goals.
- Excellent verbal and written communication skills — notably with a keen eye and ear for detail, nuance.
- Self-starter with the ability to take initiative, meet deadlines, prioritize assignments, and manage multiple tasks simultaneously with clarity re: seeking help and offering solutions.

**Salary/Employee Benefits** - PeopleFund provides the following benefits for employees:

- Salary - \$65,000 - \$75,000 annually
- Medical, dental, vision, and life insurance coverage. PeopleFund pays up to 100% for employee only
- Paid Time Off starting at 3 weeks per year and 12 paid holidays
- 401 (k) with Employer Match
- Flexible Spending Account (FSA) and Health Savings Account (HSA) available for qualifying medical plans and expenses
- Dependent Child Care Spending Account available to employees who qualify
- PeopleFund is a Hybrid Work Company

*True to our Mission, PeopleFund is committed to recruiting and retaining a diverse staff, and to creating a respectful workplace anchored in a deep, shared commitment to diversity, equity and inclusion: we are proud to be an equal opportunity employer. PeopleFund welcomes applications from all qualified persons, including underrepresented groups who can contribute to our Team’s capabilities as we work together to meet the needs of underserved communities.*