



Position Title: Private Grants Manager

Department: Resource Development | **Reports to:** Development Operations Director

Classification: FT Exempt | **Experience:** 3+ years grant-writing experience

Education: 4-year degree/Bachelors degree

Compensation: \$59,925-\$84,600

Apply with cover letter at: <https://www.centraltexasfoodbank.org/about-us/careers>

About CTFB

The Central Texas Food Bank (CTFB) is the leading hunger-relief nonprofit in Central Texas, working to provide immediate and equitable access to nutritious food for individuals throughout our 21-county service area. Through a combination of direct-service programs and a network of nearly 250 nonprofit community partners, CTFB supports over 610,000 food insecure individuals annually. Our mission is to increase food access in Central Texas by providing nutritious food, leading hunger and poverty advocacy efforts, and transforming lives through programs, education and innovative solutions. Our values are Service, Integrity, Dignity, Collaboration, and Innovation.

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, Feeding America and community organizations. This role conducts prospect research for restricted and non-restricted funds; independently develops and submits letters of inquiry, applications and performance reports; and uses best practices to track, acknowledge, and report to our partners. The Private Grants Manager's key role within the Resource Development department is increasing, diversifying, and sustaining philanthropic support from a variety of institutional partners.

Relationships

The Private Grants Manager is a member of the Resource Development department's Development Operations team, reports directly to the Director of Development Operations, and does not have any direct reports. Internally, the Grants Manager works closely with all members of the Development Operations team and interacts frequently with members of the Resource Development, Programs, and Finance departments to ensure the timely development, submission, and management of grant proposals, reports, budgets, and claims. Externally, the Private Grants Manager cultivates and stewards relationships with current and prospective grant funders.

A cover letter is required for consideration. Writing samples will be requested from final applicants. Applications must be submitted at <https://www.centraltexasfoodbank.org/about-us/careers>.

Your Qualifications

- Minimum 3 years of full-time grant-writing and management work experience with demonstrated track record of independently researching, writing, obtaining, and maintaining a portfolio of grants.
- Progressive experience in grants management in a non-profit environment, including independently managing a grant portfolio.
- Knowledge of and demonstrated ability to employ 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 to effectively present, project manage, and attend to details while effectively delegating some responsibility.
- Proficiency in MS Office & Adobe and other digital tools and online search databases.
- Experience with donor database/CRM software (Raiser's Edge NXT and Instrumentl experience preferred).
- Ability to organize and manage a high volume of 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

- Work with Chief Development Officer and Director of Development Operations to create annual strategy and timeline for seeking grant funding to support all CTFB programs and services.
- Manage a portfolio of private grant makers, with a focus on building strong, sustainable relationships.
- Support the Chief Development Officer, Director of Development Operations, 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: independently 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 CTFB'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 and Instrumentl databases to track application and report deadlines;
 - Maintaining tools and content for written funding requests submitted by department members.
- 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 CTFB 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.
- Maintain and manage online accounts for public profiles, such as Candid.
- 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 to meet deadlines.
- **Environment:** This position works in a typical office setting with limited remote work. There may be extended periods of sitting, standing, and/or bending; listening, talking and/or visual concentration; writing and/or computer use. The position requires the ability and desire to work both independently and with 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, conferences, or other off-campus activities.

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.