

Grants and Awards Manager.

The Texas Tribune, the state's go-to source for Texas politics and public policy news, is hiring a grants and awards manager.

The Texas Tribune is a nonprofit, nonpartisan digital news organization that is recognized as a leader in self-supporting journalism. The grants and awards manager will work full-time (remotely for now, and later from our downtown Austin office) to support the Tribune's success and sustainability. This manager will write compelling copy and content as a member of the development team, help submit some of our outstanding journalism pieces for award entries, and provide general support to the revenue team. This position reports to the Tribune's chief development officer and will collaborate closely with the Tribune's editorial team for managing grant award submissions.

Candidates need to have a strong connection to the importance of journalism to foster thriving communities and a passion for sharing it with funders and stakeholders.

The salary for this position starts at \$53,000 + depending on qualifications.

Responsibilities include:

- Maintaining calendars for grant reports and awards submissions; tracking deadlines, collecting application materials and ensuring that deadlines are met.
- Writing, submitting and tracking grant reports in a database and managing reporting deadlines for the development department.
- Collaborating with the Tribune's newsroom leads to keep a list of links to our best journalism and identifying, prepare and submit editorial journalism award entries.
- Assisting with the grant application process, including prospect research, assessment of opportunities, writing, editing and reporting.
- Providing exceptional stewardship to donors, including the development and implementation of regular stewardship communications.
- Updating and maintaining our fundraising database with relevant donor information and tracking proposals, actions and gifts.
- Continuously maintaining updated, accurate, high-quality development materials and general information for use by the development team and others.
- Helping to manage communication with editorial, finance and operations staff to ensure fulfillment of grant expectations and reporting requirements.

- Maintaining up-to-date knowledge of Texas Tribune activities and programs, and utilization of databases in order to prepare information-rich grant reports and donor stewardship reports.

Qualifications:

- BA/BS degree and 2+ years of relevant experience OR equivalent combination of education and relevant experience
- Demonstrated expertise in writing and editing, preferably as part of a development team.
- Skill in meeting deadlines, managing multiple projects, prioritizing time, and paying attention to details.
- Ability to work cooperatively with others in a professional office environment or remotely.
- Strong interpersonal skills and the ability to connect with staff across departments.
- The capacity to work well independently and take initiative, as well as to collaborate with colleagues and work as a team.
- The willingness to accept constructive feedback and adjust work accordingly.
- Flexibility to adapt to new and evolving organizational and funding priorities and to work occasional evenings or weekends as project deadlines dictate.
- A commitment to The Texas Tribune's mission.
- Prior experience working on a fast-paced, development team is preferred.
- A background in or strong familiarity with the news business is preferred.

We know there are great candidates who won't check all of these boxes, and we 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. The deadline is February 4.

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. We believe we can meet the demands of our audience and our own expectations for excellence without breaking the bank — or our staff. We understand not everything is a story for us — we have to make choices — but we're always looking to expand our boundaries. We're nonprofit because the challenging economic reality for 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. We don't need to be yet another source of information affirming the voices and

perspectives that are already in people's heads. 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, people of color, LGBTQ people and people with disabilities.

Location

The Texas Tribune office is located in downtown Austin, steps away from the Texas Capitol building. This position is based in Austin, but we will consider candidates who are based elsewhere in Texas. We have colleagues in the organization that come into the office on a regular basis and colleagues that are based in various cities throughout the United States.

Benefits

This job is full time and has the following benefits:

- Medical, vision and dental insurance
- A \$50-a-month 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 of \$2,000
- Support for professional training and career development
- Remote working flexibility

How to Apply

Submit your application [here](#) by February 4, with a resume and examples of your work, please submit a cover letter detailing your vision for this position and how you would approach the work. We can't wait to hear from you.

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