

Grants Manager (Rathgeber Village)

SAFE Alliance seeks a Grants Manager for the Administrative & Executive Program in the Development department. The Grants Manager will communicate with potential, new, and established funders to identify funding priorities and to build or maintain relationships for future financial support, verbally and in writing. Serve as the coordinator and, at times, as the author for the preparation and submission of grant proposals and grant reports, using a project-management, comprehensive team approach, working with staff in multiple SAFE programs/departments. Research and identify governmental and philanthropic funding opportunities, and provide SAFE staff with information and analysis of prospects. Draft and edit, often with other SAFE staff, text on research related to domestic and sexual violence, trafficking, and child abuse; evidence-based models of victim services; national, state, and local data; agency history and services, and other topics for grants.

SAFE Alliance:

The SAFE Alliance exists to stop abuse for everyone by serving the survivors of child abuse, sexual assault and exploitation, and domestic violence. We are dedicated to ending violence through prevention, advocacy, and comprehensive services for individuals, families, and communities that have been affected by abuse.

In the past two years, our community outreach and education has provided over 400 trainings to over 7,000 community members. Our various housing and shelter programs have provided over 46,000 nights/days of care and served over 3,000 youth and adults directly affected by abuse. We have provided over 10,000 callers/chats/texts, walk-in advocacy and crisis interventions or face-to-face emotional support through our 24/7 confidential SAFEline.

No matter what your role at SAFE Alliance you will make a difference, because together we can Stop Abuse For Everyone.

Position Details:

We are looking for two people full-time, exempt basis for an annual salary of 58,000 - 62,000 dependent upon experience. The work location will be based at our Rathgeber Village Campus in the Muller area. This position will include some travel in community or between campuses and will allow for some remote/hybrid work.

Perks and Benefits of Working at SAFE Alliance*:

- Employee Only: Health insurance, short-term disability, and life insurance are employer paid with an option to purchase additional dependent coverage.
- Eligibility for Paid time off accruals of up to 15 days a year prorated based on hire date and hours worked.
- 8 standard paid holidays throughout the year.
- Depending on your date of hire, up to 4 Personal Holidays are granted to use at your preference throughout the year.
- A comprehensive voluntary benefits plan that includes dental, vision, flexible spending, and various insurance programs including pet insurance.
- 403(b) retirement plan with an ability to contribute immediately. You can earn an employer match of 100% up to 1% of your pay and a discretionary contribution of 2% of your pay whether you contribute to the Plan, after one year of eligible service.

- SAFE Alliance benefit plans are effective the first day of the month following thirty days of continuous employment.

**Benefit plans and benefit start dates are prorated based on date of hire and hours worked. Eligibility in employer paid benefits, paid time off and holidays are dependent upon full-time employment status and/or hours worked and may be subject to change.*

Required Qualifications:

- Possess a minimum of a Bachelor's degree in a field with substantial emphasis on research and writing, such as English, Communications, Social Work, Journalism, or a similar field, and/or have at least three years of demonstrated success in grant writing experience, preferably for a nonprofit, social services organization.
- Experience working with an agency serving survivors of sexual assault and exploitation/trafficking, child abuse and domestic/dating violence, and/or similar vulnerable persons is preferred.
- Demonstrated skill and comfort with a team approach to project management.
- Demonstrated strong writing, editing, and research skills.
- Demonstrate a strong skill level and competency in the use of the internet, and the operation of computers and general office software programs, including grants management software and grant prospecting software/sites.
- Pay careful attention to detail; work with accuracy and maintain neat, well-organized records.
- Work skillfully and cooperatively with external partners and constituencies.
- Have a valid, State of Texas Driver's License (If in possession of an out-of-state license, obtain a State of Texas Driver's License within 90 days of beginning employment.) AND at least three (3) consecutive years of driving experience OR one (1) year of driving experience if over 27 years of age AND an acceptable driving record that covers at least the last three years of driver history.
- Pass all required criminal history background checks (including an FBI fingerprint check if applicable), as well as a pre-employment drug screen and TB test, if applicable.
- All employees are required to comply with policies regarding COVID-19, which may be subject to change. COVID vaccines are still highly recommended, and we encourage employees to get vaccinated if they are able.

Application Information and Instructions:

- We do **NOT** accept applications or resumes via email.
- Applications will be accepted until positions are filled. You will be contacted via email regarding the status of your application weather you have been selected or not to move forward in the process.
- All new employees regardless of status will be **required** to start their employment on either the 1st or 16th of the month. If the 1st or 16th fall on a Saturday or Sunday, the start date will be moved to Friday or Monday, respectively.
- All employees will be **required** to attend a three-day new employee orientation that is held both in-person and virtually the first three days of the month.

Click [HERE](#) to apply