



**FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

## **GRANTS MANAGER**

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### **About Us:**

The Greater Austin YMCA is a nonprofit community enterprise with a vision to cultivate thriving communities across Central Texas where every person benefits from an empowered and well-educated childhood, equitable access to opportunities, resulting in an elevated quality of life and the promise of a sustainable future. Founded in 1953 and anchored in three Central Texas counties, the Y has served close to 500,000 people and provided more than \$30M in financial assistance and program subsidies over the past 10 years. We operate 8 community centers and Camp Moody along with 6 early childhood education centers, 60 afterschool programs on school campuses in four districts, and 20 summer camps, with 1500 staff team members, 1000 volunteers, and a \$47M annual operating budget.

### **How you Will Power our Purpose (Job Summary)**

The Grants Manager position is vital for our organization's sustainability and impact. By securing funding through grants, you ensure our programs and initiatives have the necessary resources to make a meaningful difference in the community. The Grants Manager is responsible for researching, identifying, and crafting compelling grant proposals to secure support from foundations and corporations. Building and nurturing relationships with funding partners are crucial components of this role. The Grants Manager's efforts directly contribute to advancing our mission, addressing community needs, and achieving our organizational goals. Additionally, they play a pivotal role in supporting fundraising efforts and maximizing our impact. The Grants Manager report directly to the Associate Vice President.

**Annual Salary:** \$55,000 - \$65,000 per year, depending on experience.

### **How You Will Make an Impact (Essential Functions)**

#### **Grant Writing & Impact Narratives (60%)**

- Write, compile, and submit grant proposals to foundations, government agencies, and corporations.
- Accountable for securing a minimum of \$1.5M annually in grant funding.
- Drive coordination with the Development team, executive leadership, program team members, and the Chief Executive Officer on deadlines, the timing of submissions and requests, and information-sharing.
- Collect required documentation and financials for grant submissions.
- Utilize data for analysis, evaluation, reporting, and logic modeling to portray program impact and craft compelling narratives to secure funding.

#### **Grant Tracking & Reporting (20%)**

- Establish and manage a comprehensive process for timely and accurate grant evaluation, quality compliance, project, and program fulfillment and reporting to funders.
- Create and maintain an efficient and effective grant tracking and reporting system that aids the financial development efforts of the Y.

- Align with the Marketing team on accurate, efficient, and effective publicity of grant awards in accordance with funder agreements.

### **Grant Prospecting & Planning (10%)**

- Partners with Development, Marketing, and program team members to proactively prepare for proposal creation and submission, which includes creating comprehensive narratives reflecting the robust YMCA programs.
- Research new grant opportunities and conduct prospect research on foundations, corporations, government agencies, and individuals.
- Partner with the volunteer manager and development team on the identification of corporations to engage with volunteer efforts and manage an ongoing prospect pipeline for potential grants and sponsorships.
- Partner with departments across the association as they relate to grant development for successful funding and reporting compliance.

### **Stewardship & Philanthropic Endeavors (10%)**

- Lead personalized stewardship to thank and reflect on the grantor's impact of their support.
- Lead strategic cultivation efforts for building relationships with potential new funders.
- Maintain rigorous funder records in the Customer Relationship Management (CRM) Database System and execute an organized system of communications to steward grant partnerships regarding awards and the management of funders' requirements for recognition.
- Assist in Y fundraising activities and extraordinary events as a key team member of the Development team.
- Complete duties as assigned.

### **What You Bring to the Community Enterprise**

- A minimum of 3 years hands-on experience in grant writing.
- Proven success in securing gifts through the grant writing process, showcasing a track record of accomplishment.
- Comprehensive understanding of nonprofit fundraising best practices, facilitating the development of effective grant-seeking strategies and compelling proposals.
- Proficiency in utilizing Customer Relationship Management (CRM) databases, preferably with experience in Raiser's Edge.
- Preference for candidates holding a Grant Professionals Certification (GPC) or a related certification, demonstrating a commitment to excellence in the field.

### **You're a Cause-Driven Leader** – You are effective at:

- **Advancing our mission and cause** – providing visionary leadership to ensure resources are mobilized to adapt to new challenges and needs in the community.
- **Building relationships** – connecting people to the Y's cause by developing inclusive relationships, partnerships, and collaborations to co-create solutions to pressing social needs.
- **Leading operations** – ensuring relevance, effectiveness, and sustainability of the organization so we can continue to fulfill our promise to the community.
- **Developing and inspiring people** – supporting the holistic development of self and others so everyone can embrace the Y's cause, sustain our culture, and inspire others to action.
- **You are Organized & Productive** – You are an expert at planning projects and timelines and imparting those organizational needs to others to drive results.

- **You Cultivate Innovation** – You are adept at creating new and better ways for the organization to be successful.
- **You are an Exceptional Communicator** – You are an expert at developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences.
- **You Posses Organizational Savvy** – You know how to maneuver comfortably through complex policy, process, and people-related organizational dynamics.
- **You are action-oriented and focus on results** - You easily take on new opportunities and challenges with a sense of urgency and a solutions-oriented mindset. You have a record of consistently achieving results.
- **You Build Networks** –You effectively build formal and informal relationships inside and outside the organization.
- **You are an Ultimate Storyteller** – You have a passion for crafting a compelling story that drives people to action.

#### **Physical Requirements:**

While performing the duties of this job, the employee is regularly required to sit, stand, walk, bend, talk, and occasionally lift and/or move items, including equipment, furniture, and/or children. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

#### **We Take Care of Our People**

Our mission isn't just a statement--it's a guiding force that shapes our actions every day. Rooted in our unwavering commitment to serving our community and esteemed team members, our mission is a true way of life. We're passionate about fostering health and wellness for all, and we're truly excited to introduce the following comprehensive benefits package that has been thoughtfully designed to prioritize your well-being.

- **Health Insurance:** We provide comprehensive health coverage, including medical, dental, and vision plans, to ensure the well-being of our employees.
- **Retirement Savings Plan:** We offer a 12% employer-funded retirement plan upon meeting eligibility, empowering employees to plan for their future.
- **Paid Time Off:** Work-life integration is important to us, which is why we provide up to 48 days of paid time off over vacation, holidays, and sick leave.
- **Additional Perks:** Free household membership to facilities operated by the Greater Austin YMCA, which is worth \$1,000 annually.

*The organization has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.*

*The Greater Austin YMCA provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state, and local laws. Greater Austin YMCA complies with applicable state and local laws governing non-*

**Apply Here** - [Greater Austin Y \(adp.com\)](https://www.gaymca.org/adp)