

## **Grant Manager:**

### **Who we are:**

- We're The Arc of the Capital Area, a local chapter of The Arc of Texas and The Arc of the United States
- We're a registered, 501(c)3 nonprofit organization, serving 17 counties.
- We provide case management, art education, pet therapy and family and juvenile transition services to individuals with intellectual and/or developmental disabilities
- We're a diverse, passionate group with a vision that The Arc of the Capital Area is the community's trusted and comprehensive resource for people with intellectual and developmental disabilities. We connect individuals and families to education, work, recreation, and lifelong services so they achieve lives of joy and dignity

### **Who you are:**

- You embody and embrace our core values, Respect, Joy and Integrity
- You're a strong believer that all people should have the opportunity to live to their full potential and be contributing and active members in their communities, enjoying the greatest possible degree of independence and acceptance in all aspects of their lives
- You have strong decision making, problem solving and critical thinking skills
- You work well independently, and have excellent writing skills
- You have good communication skills, organizational skills and attention to detail

### **What we need you to do for us:**

- We need you to fill the role of Grant Manager
- This is a FULL TIME, NONEXEMPT position.
- You'll wow us by skillfully performing the following key duties and responsibilities;
  - Articulating the mission, vision, and exceptional attributes of the organization in compelling language directed at various audiences
  - Researching new grant opportunities and industry trends and maintain internal databases. Managing grant tracking systems to ensure efficiency and effectiveness and improve as needed.
  - Collaborating with program departments to stay abreast of program developments and funding needs, as well as the Finance Department in order to properly account for all funds received or not received.
  - Meet with current, new, and lapsed foundations and government or third-party funders in order to cultivate engaged relationships.
  - Submitting a minimum of 60 grants per year

### **To be successful in this role you will need to:**

- Have a Bachelor's degree with minimum of 2 years relevant experience.
- Have the ability to maintain effective working relationships across all departments as well as the Marketing & Development Department, Board of Directors, funders, and

supporters

- Have the ability to prioritize and not miss deadlines for application submissions
- Have an interest in assisting people with developmental disabilities and overall development of the agency
- Have familiarity with computer software, including Adobe Suite and Microsoft Office

**How we will make it beneficial for you:**

- We will pay you starting at \$43,000 dollars per year
- We provide a comprehensive benefits plan which includes medical, dental, vision and life insurance and a 403(b) plan
- We'll pay you for our 12 agency holidays
- We understand that you have commitments outside of the workplace, and we'll do our very best to offer you some flexibility in your work schedule. We do so by providing our employees with a generous PTO policy of 6 weeks paid time off each year.
- We'll provide you with an inspiring work environment, that has a great group of people to work with and a place where you'll get to make a difference in people's lives every day