

Grant Manager:

Who we are:

- We are The Arc of the Capital Area, one of the oldest continuously—operating non-profits in Austin Texas.
- We are an affiliate of The Arc of Texas and The Arc of the United States.
- We have empowered adults with intellectual and developmental disabilities and their families since 1949. Intellectual and developmental disabilities or I/DD is an umbrella term that includes more than 100 different diagnoses, including Down syndrome, cerebral palsy and Autism.
- We serve over 1,000 individuals each year across 17 counties.
- We're a registered, 501(c)3 nonprofit organization, having an operational budget of \$2.5M and manage over \$52M in Medicaid dollars.
- We provide case management, independent living, arts & education, employment and transition services.
- 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, can self-prioritize and have strong organizational and time management skills.
- You have excellent communication skills both verbally and in writing, 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, EXEMPT 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.
 - Reporting on funds received in line with contract and agency standards.
 - Excited about ongoing opportunities to learn and developing creative ways to solve challenges.
 - 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.
 - Meeting with current, new, and lapsed foundations and government or third-party funders in order to steward and cultivate engaged relationships.
 - Submitting grants requests totaling a minimum \$2M annually for programs and services.

To be successful in this role you will need to:

- Have a Bachelor's degree in related field, preferred but not required, with minimum of 1 year of relevant experience.
- Be able to work closely with the Chief Executive Officer in a fast paced environment and 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 work with minimal supervision, manage your own time effectively and maintain control over all current projects/responsibilities.
- Have an interest in assisting people with developmental disabilities and overall development of the agency.
- Have proficiency with Microsoft Office products and constituent management software.

How we will make it beneficial for you:

- We will pay you an annual salary starting at \$52,000 dollars per year but compensation may vary based on experience.
- We provide a comprehensive benefits plan which includes very robust medical, dental, vision and life insurance with significant employer contributions and a 403(b) plan with match.
- We'll pay you for our 16 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 flexible time off (FTO) policy.
- 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.