

Grants Manager

The Arc of the Capital Area is currently seeking a Grants Manager who wish to work with I/DD individuals in the non profit field by networking and providing funding for the organization through grants and foundations. This position is a great place to use critical thinking and creative problem-solving skills, creative writing and serve your community, and build relationships within the non profit community. This is a full time position with benefits.

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 of 34 staff 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-pace priorities and have strong organizational and time management skills.
- You have excellent communication skills both verbally and in writing, organizational skills and attention to detail.



Grants Manager

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.

Skills and Experience

- 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.



CLASS Case Manager

Employee Benefits

- 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.

Staff are currently working from home. The position is a remote position with the option to go into the office if in Austin, TX

Please apply at www.arcaustin.org/our-missionvision/careers

