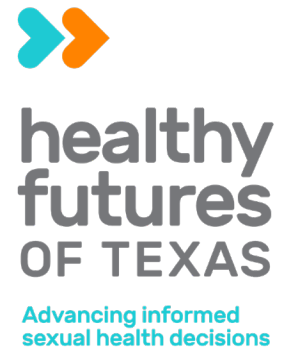


Development Manager - Grants
JOB DESCRIPTION



Position:	Development Manager - Grants
Reports to:	Chief Development Officer
Supervises:	n/a
Position Type:	Full-time, Permanent, Exempt/Salaried
Schedule:	9:00 am - 5:00 pm, with flexibility for evening/weekend hours as needed
Travel:	Up to 10% for meetings, trainings, or other events required by the organization
Compensation:	\$70,000 - \$80,000 depending on experience
Benefits:	Employer -paid medical, dental, vision, short - and long- term disability, and life insurance; retirement plan with 3% employer match; 12 weeks paid parental leave; 15 paid holidays and 18 PTO days during the first year of employment.
Location/ Geographic Responsibility	This is a hybrid position , which may allow you to perform a portion of your work from home or a remote site

Who We Are

Healthy Futures of Texas is a statewide, nonpartisan, nonprofit organization whose mission is to improve the well-being of young Texans through access to sexual health education, contraception and resources .

Be a part of the team working to ensure that all of our communities' teens have access to sexual health information and reproductive health resources . Working together, close to the community, with a passionate,

committed, and talented team, you will be able to see the immediate, tangible impact of your work.

We know that diversity makes us stronger and challenges us to think differently every day. We are an equal opportunity employer and seek individuals of all backgrounds, gender identities, and sexual orientations to apply to this position.

Overview

The Development Manager - Grants supports Healthy Futures of Texas' strategic priorities and financial needs by securing and managing grants, primarily from foundations. Reporting to the Chief Development Officer, this individual contributes to developing and meeting department goals, priorities, and direction. A frontline fundraiser, the Development Manager-Grants writes compelling proposals, compiles grant reports, manages deadlines, conducts prospect research, and contributes to the organization's stewardship activities. Utilizing excellent written, oral, and interpersonal communication skills, this individual works collaboratively building relationships, engaging in storytelling, developing budgets, and securing critical funding.

Roles and Responsibilities

- Serves as the project manager for grants—including, but not limited to proposal development; pre-award coordination with program and finance staff; submitting funding requests; managing application, approval, and reporting processes; and tracking grant activity in an organized manner, including application and reporting deadlines.
- Engages in grant prospect research, identifying both prospective new funders and new opportunities with existing funders.
- Coordinates with program directors and members of the finance team to gather budget information needed for proposals and track performance to plan for existing grants.
- Contributes to developing strategies for foundation prospects and current funders, including regular updates on the organization's progress and impact.
- Builds internal relationships with colleagues across the organization and develops a deep understanding of Healthy Futures of Texas' priorities and programs to identify strong matches with potential funders.
- Supports the Chief Development Officer in setting goals/objectives and executing strategy for grant-based institutional fundraising.



**healthy
futures
OF TEXAS**

Advancing informed
sexual health decisions

- Enhances and implements organization processes and procedures related to grant management and proposal development.
- Maintains contact records and tracks grant proposal progress in donor database (currently CiviCRM), generating reports to make it possible to regularly report out on grant proposal, reporting and revenue status.
- Works collaboratively with other members of the development team. Actively participates in and aids in the planning of other fund development initiatives, including special event fundraisers, traveling to those Texas cities where those events are held when necessary.
- Participates in organization wide events and programs, including those held on evenings and weekends and those that necessitate travel (within Texas).
- Other duties and responsibilities as assigned.

Minimum Qualifications

- Five years of professional fundraising experience, with at least two years of demonstrated success in grant writing.
- Excellent writing, editing, and research skills, with the ability to write clear, concise, and compelling proposals and reports.
- Exceptional time and project management as well as organizational skills, an acute attention to detail, and the ability to manage multiple deadlines and priorities in a fast-paced environment.
- Technologically proficient. Requires competency in both Microsoft Office Suite and Google Workspace. Must be able to navigate numerous grant portal platforms. An understanding of CRM software is preferred.
- Able to handle confidential donor and financial information accurately and with discretion.
- Self-motivated and goal driven; able to work independently with limited day-to-day supervision as well as part of a collaborative team.
- Able to travel occasionally within Texas (primarily Austin, Dallas and San Antonio) as required, including some overnight stays.

Preferred Qualifications

- Bachelor's Degree or commiserate experience.
- Experience preparing financial reports, including budgets, revenue projections, and revenue tracking.
- Knowledgeable in fundraising best practices and trends in foundation giving.
- Working knowledge of teen pregnancy prevention, adolescent health, and positive youth development.

Application Instructions

Please use this link to apply: <https://bit.ly/4fmV1Fc>

Healthy Futures of Texas does not and will not discriminate on the basis of race, color, religion (creed), age, national origin (ancestry), disability, marital status, veteran status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing a welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.