



Manager of Grants and Contracts	
FLSA Status: EXEMPT	Reports To: Resource & Program Development Director

Introduction

The Alliance of Community Assistance Ministries, Inc. (ACAM) is a nonprofit management support organization leading a network of 59 nonprofit and community organizations to advance community-wide solutions through collaboration to strengthen the social safety net in Harris, Fort Bend, Waller, Brazoria, Galveston, and Montgomery Counties. ACAM partners are public charities that share “assisting those in crisis” as a central part of their missions and are uniquely positioned to identify, engage, and provide critical services to at-risk families. They collectively serve over 350,000 individuals annually with more than 9 million units of 167 unique services and have established reputations as leaders in providing exemplary and compassionate services. ACAM assists network partners through high-impact collaboration, training, and management support services as they provide opportunities for families and individuals to meet and rise above their basic needs.

Position Summary

Under the direction of the Resource & Program Development Director (RPDD), the Manager of Grants and Contracts will maintain between 30-50 active relationships and manage a grant portfolio that requires the submission of 35-40 proposals a year and requisite reports.

The ideal candidate will have successful experience writing private, corporate and government proposals and reports, and effectively managing a development calendar.

Work schedule is in-office Monday - Friday, with some evenings and weekends required.

Essential Job Functions

- Researches and identifies grant prospects at the state, national and local level.
- Determines proposal concept by identifying and clarifying opportunities and needs, studying requests for proposal (RFPs), attending strategy meetings, participating in relevant staff meetings, and developing a strong understanding of the organization’s work, programs, priorities, innovations, history, mission, and results.
- Maintains grant deadlines and program tracker and enters relevant information into the organization's database. Meets proposal deadlines by establishing priorities and target dates for information and shares information with the development team. Coordinates requirements with various program staff and contributes proposal status information.
- Has excellent interpersonal skills with a demonstrated history of appropriately handling communication with high-net worth donors and/or foundation representatives.
- Drafts, revises, and produces high-quality proposals and reports for multiple stakeholders by using templates and following proposal-writing standards including readability, consistency, and tone. Assembles information including project nature, objectives/outcomes/deliverables, implementation, methods, timetable, staffing, budget, standards of performance, and evaluation. Presents proposals in creative or required formats. Obtains approvals by

reviewing proposals with key stakeholders, including various program and executive-level staff within the organization.

- Drafts content related to grant partners for general external communications such as newsletter articles, blog posts, and social media content.
- Assists with database management; is capable of pulling reports to meet various funder queries.
- Prepares presentations for current and prospective partners using text, graphics, videos and other imagery.
- Produces positive proposal-writing outcomes by evaluating and re-designing processes, approach, coordination, and templates.
- Accomplishes organizational goals by accepting ownership, working with a team, and exploring opportunities to add value to the organization.
- Assists with preparation of the annual mailing campaign, annual impact reports and fundraising events.
- Assist with sub granting and subcontracting with ACAM's diverse partnering organizations.
- Other duties as assigned

Education/Training

- **REQUIRED:** 3-5 years of relevant experience grant and report writing prospect research, general fundraising or comparable and transferable skills acquired in a professional setting
- **REQUIRED:** bachelor's degree preferred in Communications, Journalism, Media, Non-Profit Management, or related field
- Experience in a human services setting is a plus.

Experience and Qualifications

- Understanding of donor market, willingness to research markets outside of Texas and nationally
- Strong critical thinking and problem-solving skills; ability to engage in strategic planning and process improvement.
- Strong entrepreneurial attitude including drive for results and proven ability to stay focused on goals; ability to prioritize competing priorities and meet deadlines.
- Strong organizational skills, ability to follow processes and attention to detail.
- Strong written communication and presentation skills
- Strong computer and Internet proficiency, including but not limited to Microsoft Office, Google G-Suite, social media tools, graphic design (i.e. InDesign or comparable platforms) and database applications
- Experience working in a fast paced, quick turnaround environment.
- Excellent communication and interpersonal skills, together with the ability to work collaboratively and courteously with external partners.
- High professional and ethical standards for handling confidential information.

Compensation

- \$65,000.00 - \$75,000.00 per year
- Medical, dental, and vision plans; SEP-IRA retirement plan after six months. Paid holidays and PTO.



Manager of Grants and Contracts	
FLSA Status: EXEMPT	Reports To: Resource & Program Development Director

Equal Opportunity Employer

ACAM is an Equal Opportunity Employer. The Board of Directors and its agents, officers and staff members shall not discriminate based on gender, race, disabling condition, age, color, religion, national origin, military status, or any other legally protected status outlined by federal, state, or local laws in making decisions regarding staff members or volunteers.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. ACAM makes hiring decisions based solely on qualifications, merit, and business needs at the time.

Candidates must successfully pass a comprehensive pre-employment background check.

To apply, please send a cover letter, résumé and a writing sample to Azalea Kitchen, Network Performance Coordinator at akitchen@acamweb.org.