



Buffalo Bayou Partnership

Position Announcement:

Grants Manager

Reports to: Vice President of Development

Classification: Full-Time, Exempt

Buffalo Bayou Partnership

Established in 1986, Buffalo Bayou Partnership (BBP) creates and stewards welcoming parks, trails, and unique spaces, connecting Houstonians with the city's most significant natural waterway. The non-profit organization's geographic focus is the 10-mile stretch of the bayou that flows from Shepherd Drive, through the heart of downtown, into the East End, and on to the Port of Houston Turning Basin. BBP spearheads award-winning projects such as Buffalo Bayou Park; constructs hike and bike trails; removes trash from the waterway; and engages tens of thousands of visitors each year through programming, public art, volunteer events, and recreational opportunities.

Position Summary

The Grants Manager is responsible for developing and managing a pipeline of current and prospective foundation, corporate, and government grants to support Buffalo Bayou Partnership's projects, programs, and general operations.

Duties and Responsibilities

- Lead the development, writing, and submission of grant applications to foundations, corporations, and governmental agencies, including:
 - Actively researching and identifying prospective sources of foundation, corporate, and government support
 - Collaborating with program/project staff and finance to draft program/project descriptions and budgets
 - Writing compelling letters of intent, applications, and proposals
 - Maintaining a library of supporting documents, including bios, IRS forms, financial reports, Board/staff lists, etc.
 - Preparing and submitting applications in accordance with funder requirements
 - Maintaining a master calendar of grants and prospects and all associated files and correspondence
 - Executing thank you letters and facilitating grant contracts/agreements
 - Ensuring appropriate acknowledgement of donors via annual report, website, e-newsletter, and social media
- Oversee grant compliance and reporting activities, including:
 - Monitoring and maintaining reporting schedules and requirements
 - Assembling all necessary supporting materials and documents, including budget reports, outcome measurements, success stories, etc.
 - Writing and submitting progress updates and final reports to donors

- Prepare internal and external status reports, including analysis of pending proposals, grants in process, relationship management needs, and reporting requirements in order to determine growth strategy, planning, and status
- Assist and perform other duties as assigned

Qualifications

- Bachelor's degree, preferably in English, communications, public relations, journalism, or a related field
- Three to five (3-5) years of grant writing experience with demonstrated success in persuasive proposals
- Knowledge of and experience with greater Houston area foundations and corporations, as well as public funding and government resources
- Exceptional writing skills and master of spelling and grammar
- Extremely detail-oriented with demonstrated organizational and task management abilities to manage simultaneous assignments and deadlines
- Able to work independently and take initiative
- Sound judgment in decision-making and exceptional boundaries related to confidential information
- Able to represent BBP with a high level of integrity and professionalism
- Team player who can interface with all levels of staff, volunteers, and community members
- Skilled with various software packages, including Microsoft Excel, Word, PowerPoint, and Adobe Suite

Salary and Benefits

Buffalo Bayou Partnership offers a competitive salary and excellent benefits. Salary range is \$65,000.

BBP is an Equal Opportunity Employer.

To Apply:

Please submit resume and cover letter via email to:

jobs@buffalobayou.org

Subject line: Grants Manager

No phone calls please.

Final applicants may be asked to submit writing samples.