



Job Title: Grants Manager

Exempt/Nonexempt: Nonexempt

Hours: 40

Schedule: Mondays and Fridays remote / Tuesdays through Thursdays in-office

Reports To: Managing Director of Development

Salary 2021-2022: \$50,000 to \$57,000

Education: Bachelor's degree required

Writers in the Schools (WITS) seeks an experienced grants professional to play a key role with our development team. You will join the organization at an exciting moment in our history as we expand our impact and relevance in the educational landscape. This position will fuel educational change, bringing creativity and literacy to more than 65,000 children and teachers annually.

The Grants Manager will shepherd and grow WITS' relationships with corporate, foundation, and other institutional funders, while contributing to the successful growth of overall philanthropy for the organization.

Overview:

- **Storytelling:** share the WITS story via grant proposals and reports, strategic stewardship, and other communications
- **Relationships:** cultivate funder relationships through development-related correspondence to build engagement with current and future WITS supporters
- **Growth:** help to raise \$675,000+ annually through grants and new sources of foundation, corporate, and government funding

Responsibilities:

- Identify, cultivate, and engage major institutional funders; research giving guidelines and interests; support Managing Director of Development in developing knowledge of funding landscape and matching funder interests with opportunities
- Write and submit letters of inquiry, grant proposals, and reports throughout the year, with special emphasis on general operating support, capital campaigns, corporate and government grants, and new funding prospects
- Research literacy, arts, education, social-emotional learning, and Houston-specific data and statistics to support grant proposals and funder solicitation
- Lead project management of grants through their full life cycle, ensuring compliance with grant regulations, tracking progress for reporting purposes, and managing all grant-related deadlines
- Manage and maintain all grant-related documentation, including budgets and financial reports, grant restrictions, and any necessary expense tracking



- Research ongoing funding opportunities — providing regular internal reports to WITS leadership team — and interface with program staff to determine needs and pursue relevant funding
- Work cross-departmentally to gather client stories and develop narratives; collaborate with WITS staff to develop program-specific evaluations and track outcomes for all grant-funded programs
- Support two-way communication between WITS and stakeholders to support procurement and crafting of WITS stories; work with appropriate staff/personnel to gather information for written materials that can be shared strategically with the community and funders
- Act as point of contact for grant officers and other institutional funding constituents
- Support overall development efforts by acting as a WITS representative to steward and engage donors at various events, including on-the-ground support of the annual gala
- Perform other duties as assigned

Required Experience:

- 3-5 years grants management experience
- Experience with, and knowledge of, institutional (corporate and foundation) funders in Greater Houston
- Outstanding written and oral communication skills
- Experience with Salesforce or similar constituent relationship management software

Application Process:

To apply, please submit the following to Brianne Matthias at bmatthias@witshouston.org:

- A cover letter that provides an introduction and gives us a sense of your writing style and fundraising experience
- A Résumé or CV
- Please include a bulleted list of fundraising and/or grant acquisition/management achievements
- Two work product samples that enlighten the scope of your grant management experience (e.g., letter of inquiry, case for support, proposal, etc.)

WITS is an equal opportunity employer. WITS' policy prohibits unlawful discrimination against any applicant or employee based on any legally-recognized basis, including, but not limited to: veteran status, uniformed servicemember status, race, color, religion, sex, pregnancy, age, sexual orientation, gender identity or expression, national origin or ancestry, physical or mental disability, genetic information or any other consideration protected by federal, state or local law.