

GRANTS MANAGER

Recovery Resource Council is looking for a Full-Time Grants Manager who will be a member of the Development Team and a liaison between the agency and its funders. The ideal person will have the responsibility of researching, preparing, submitting, and managing grant proposals/reports that support agency goals and meet funder guidelines and criteria.

Key Responsibilities:

- Lead grant proposal development and submission—preparing and organizing materials for proposals, and submitting and monitoring grant applications, including but not limited to:
 - Researching new funding opportunities on a local, state, and federal level.
 - Maintaining and building relationships with funders and other strategic partners on a local, state, and national level.
 - Drafting proposals/LOIs, grant application narratives, and budgets and collaborating to finalize with program, finance, and administrative staff.
 - Submitting grant applications via paper or online portals and maintain list of passwords.
- Maintain grant compliance and reporting, including outcome measurement and grant budgets—taking responsibility for meeting high standards of effectiveness, timeliness, and completeness, including:
 - Monitoring and maintaining funder and investor reporting schedules and requirements.
 - Tracking progress toward organizational and programmatic outcomes and goals.
 - Drafting compelling progress reports and targeted program updates (e.g., blog posts, press releases, FB and twitter posts) to funders that fully capture programmatic success.
 - Assembling all necessary supporting materials and documents including budget reports, outcome measurements, success stories, etc.; submit reports to funders and investors.
- Researching statistics, trends and data for grant proposals and community advocacy,

Specific Job Requirements:

- Bachelor’s degree or 4+ years of work experience with nonprofit grant writing.
 - Demonstrated analytical and persuasive writing skills experience as well as superior editing skills, including ability to convey complex information in a clear manner to a diverse audience.
 - Strong administrative skills and self-motivated with the ability to set priorities and manage multiple tasks under minimal supervision in an effective and efficient manner.
 - Intermediate to expert skills in Microsoft Office (specifically Word, Excel, and PowerPoint).
 - Experience with donor development/CRM software systems.
 - Familiarity and experience working with national, governmental, and North Texas funders a plus.
 - Ability to work under pressure and respond to deadlines without sacrificing quality; and
 - Demonstrated interest in the mission, vision, and values of Recovery Resource Council.
- **How to Apply:** To apply, email a resume, cover letter, and writing sample to:
m.hatcher@recoveryresourcecouncil.org