



## Job Posting Description |

<b>Job Title:</b>	Grants Manager
<b>Posting Date:</b>	May 31, 2022
<b>Reports To:</b>	Director of Development & Communications
<b>Salary Range:</b>	\$60,000-\$68,000
<b>Deadline To Apply:</b>	<b>July 1, 2022</b>

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### ABOUT CAPITAL IDEA

Capital IDEA is an Austin-based nonprofit dedicated to lifting working adults out of poverty and into living-wage careers through education. Through partnerships with local community colleges, we provide a range of services designed to help low-income adult students succeed in school and enter high-paying, in-demand jobs. Since our founding in 1998, more than 2,000 Central Texans have completed the program and moved their families out of poverty.

### ABOUT THE POSITION: GRANTS MANAGER

The Grants Manager is a critical part of Capital IDEA's fund development and communications team. Through grant writing, reporting, and contract management, the Grants Manager is responsible for a portfolio of approximately 20-25 existing public and private grants each year, in addition to researching prospective grant funding sources and opportunities. The Grants Manager effectively communicates Capital IDEA's mission and works closely with our team to determine appropriate and reasonable grant outcomes. The Grants Manager must be a flexible, deadline-driven project manager who can collaborate with staff to understand and articulate our mission while also being able to interpret and utilize data and metrics to demonstrate our impact.

## JOB DUTIES

- Write, edit, assemble and submit various grant proposals to government agencies, foundations, and corporations.
  - Manage grant contracts, track grant outcomes, and prepare and submit grant reports to funders.
  - Plan workflow and effectively track grant deadlines to meet strict deadlines.
  - Collaborate with development, program, and operations staff to ensure grant contract compliance.
  - Work closely with data and understand Capital IDEA's systems for tracking data and program outcomes.
  - Maintain grants-related files and information in the donor database and on SharePoint.
  - Assist with coordination of development-related projects, activities, and events as needed.
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## QUALIFICATIONS

The ideal candidate will have a bachelor's degree and at least three years of professional experience in grant writing and contract management. Must be able to connect with Capital IDEA's mission to write clear and compelling prose tailored to various funders. Attention to detail is critical, as well as a demonstrated ability to meet competing deadlines. Proficiency with Microsoft Office Suite is required, and experience with donor management software. A strong understanding of evaluation metrics and outcomes measurement is preferred.

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## BENEFITS

Capital IDEA has built a diverse and dedicated team that shares a passion for our mission. We reward performance through competitive salaries and merit-based raises. While we expect our team to go above and beyond in service to our community, we also believe that you must take care of yourself to take care of others. We offer a generous benefits package which includes one week of sick leave, 2-4 weeks of vacation (based on experience), plus extra paid time off for everyone during the holidays (we close from December 24th through January 1st every year.) We provide medical, dental, and vision insurance, plus a 3% match on retirement contributions. Employees work a hybrid schedule which consists of three days in the office and two days working remotely. When you join our team, you'll have high expectations and significant goals to meet. You'll also have a team who supports you, knowing you're making a difference.

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## TO APPLY

Send a letter of interest, resume, and two relevant writing samples to Amy Silvey at [hiring@capitalidea.org](mailto:hiring@capitalidea.org). Estimated start date: August 1, 2022