



## Grants & Communications Manager

**Department:** Advancement

**Job Status:** Part-Time/Full-Time

**FLSA Status:** Exempt

**Reports To:** Director of Advancement

**Travel Required:** None

**Positions Supervised:** None

**Work Schedule:**

Part-Time: Flexible Hours; Monday – Friday; 25 hours per week

Full-Time: 8:00 a.m. – 5:00 p.m.; Some evening and weekend hours required. (As an exempt employee, one can reasonably expect to work more than the core hours stated.)

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### MISSION STATEMENT

To provide an exemplary early childhood program to instill and foster the social, emotional, physical, intellectual, and spiritual growth of economically at-risk children and their families.

### POSITION SUMMARY

Researches and identifies grant funding sources, researches the application process, prepares grant proposals and reports, coordinates deadlines, and works closely with program staff and the Leadership Team to ensure accurate financial reporting and procedural compliance on all grants.

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### ESSENTIAL FUNCTIONS

#### Reasonable Accommodations Statement

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

#### Essential Functions Statement(s)

*Grants:*

- Serve as relationship manager for foundations, churches, corporations, and other grant-making entities, with primary responsibility for grant activities including writing, research, identification of opportunities, application, management, and reporting.
- Continuously evaluate funding opportunities and seek new and innovative sources to secure revenue supporting the mission of Small Steps.
- Work with Small Steps Board of Directors and other supporters to learn about grant-making opportunities and coordinate their contact with funders.
- Collect, organize, and maintain research and data needed for grant proposals and reports.
- Work with Small Steps program staff, Executive Director, and Advancement staff to collect relevant data and anecdotes.
- Maintain complete and accurate records of grant submissions and reports, deadlines, cultivation actions, and other correspondence. Maintain a system for tracking deadlines.
- Schedule site visits and give tours and presentations to current and potential donors.
- Attend donor events as requested.
- Appropriately thank and recognize supporters and donors according to Small Steps' standards.
- Work with Executive Director and Director of Advancement to write and prepare proposals to prospective individual donors as needed.

*Communications:*

- Plan and write Small Steps’ printed and digital newsletters. Work with vendors for design and printing.
- Provide writing and editing support as assigned for general Advancement needs, including presentations, marketing pieces, and website.
- Post regularly on social media.

*Other:*

- Participate in the meetings and activities of the Advancement team, including assisting with special events as requested.
- Provide program support as needed.
- Perform other duties as requested.

**POSITION QUALIFICATIONS**

**Competency Statement(s)**

- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Communication, Written - Ability to communicate in writing clearly and concisely.
- Working Under Pressure - Ability to complete assigned tasks under stressful situations.
- Accountability - Ability to accept responsibility and account for his/her actions.
- Team Work – Ability to work in a team.

**SKILLS & ABILITIES**

**Education:**

Bachelor's Degree (four year college or technical school): Required

**Experience:**

Two years’ experience in a discipline heavily concentrated in written communications is preferred.

**Computer Skills:**

Proficiency with Microsoft Office Suite

**Other:**

Preschool Environment: This position will office at our preschool located at 2902 Jensen Drive in the Fifth Ward of Houston with flexibility to work remotely.

**PHYSICAL DEMANDS**

- N (Not Applicable)** Activity is not applicable to this position.
- O (Occasionally)** Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
- F (Frequently)** Position requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
- C (Constantly)** Position requires this activity more than 66% of the time (5.5+ hrs/day)

**Physical Demands**

- Stand O
- Walk O
- Sit F
- Reach Outward O
- Reach Above Shoulder O
- Speak F

**Lift/Carry**

- 10 lbs or less O
- 11-20 lbs O
- 21-50 lbs O

**Push/Pull**

- 12 lbs or less O
- 13-25 lbs O

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## **WORK ENVIRONMENT**

The work environment characteristics describes here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.