



small steps nurturing center

Grants Manager

Department: Development

FLSA Status: Exempt

Travel Required: Between Campuses

Work Schedule:

8:00 a.m. – 5:00 p.m. Some evening and weekend hours are required. (As an exempt employee, one can reasonably expect to work more than the core hours stated.) This position has the ability to work from home one day a week. (Attending 7:45 a.m. staff devotional at least once a week is expected.)

Job Status: Full-Time

Reports To: Director of Advancement

Positions Supervised: None

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

Work strategically with the Director of Advancement to steward Foundations and other grant-making organizations and secure critical funds for Small Steps' operating budget. Research and identify grant funding sources, manage the grants calendar and requirements from Finance and the Program team, and prepare grant proposals and reports.

To apply, please email your resume and cover letter to hire@ssnc.org.

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 Function Statement(s)

- Manage the grant submissions calendar, including submitting timely, complete, and persuasive grants to donors and preparing required reports.
- Collect, organize, and track data and research as needed for grant proposals and reports.
- Prepare and update a variety of materials to support grant submission process.
- Work with the Director of Advancement to develop a strategy to meet the grant-portion of the annual Small Steps' operating budget.
- Support the submission of grants prepared by other Development team members.
- Cultivate and steward relationships with Foundation and Corporation Grantors.
- Schedule site visits with current and potential funders and prepare the Director of Advancement and Executive Director for site visits and for the solicitation of funds, as needed.
- Contribute to the overall efforts of the Development team with a spirit of collaboration.
- Provide program support as needed.
- Perform other duties as assigned.

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.
- Patience - Ability to act calmly under stress and strain, and of not being hasty or impetuous.
- Honesty / Integrity - Ability to be truthful and be seen as credible in the workplace.
- Accountability - Ability to accept responsibility and account for his/her actions.
- Teamwork – Ability to work in a team.

SKILLS & ABILITIES

Education:

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

Experience:

2+ years of development experience, grant writing or written communications experience preferred.

Computer Skills:

Proficiency with Microsoft Office Suite
Experience with Blackbaud Raiser’s Edge

Other:

Preschool Environment: This position will office both at our preschool located at 2902 Jensen Drive in the Fifth Ward of Houston and at our preschool located at 6856 Bellaire Blvd. in the Sharpstown area of Houston.

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

		Lift/Carry	
Stand	O	10 lbs or less	O
Walk	O	11-20 lbs	O
Sit	F	21-50 lbs	O
Reach Outward	O	Push/Pull	
Reach Above Shoulder	O	12 lbs or less	O
Speak	F	13 – 25 lbs	O

WORK ENVIRONMENT

The work environment characteristics described 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.