small steps nurturing center

Senior Grants Manager

Department: Development
FLSA Status: Exempt
Travel Required: Between Campuses

Job Status: Full-time
Reports to: Director of Advancement

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.)

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. The Senior Grants Manager plays an integral role in supporting the overall effectiveness of the Development department, fostering collaboration across functional areas and advancing department wide goals.

To apply, please email your resume and cover letter to Julianne Hickey at jhickey@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)

Grants Management

- Manage the grant submissions calendar, including submitting timely, complete, and persuasive grants to donors and preparing required foundation reports.
- Collect, organize, and track data and research as needed for grant proposals, reports, and longitudinal studies.
- Lead both the annual short-term outcomes analysis and the more sporadic longitudinal studies, including updating and maintaining the Outcomes Dashboard.
- Work with the Director of Advancement to develop a strategy to meet the grants portion of the annual Small Steps' operating budget.
- Prepare the Director of Advancement and Executive Director for site visits and for the solicitation of funds from grantors.
- Steward Foundations and other grant funders.

Departmental Leadership and Collaboration

- Serve as a trusted strategic partner to the Development Director in advancing departmental priorities and organizational fundraising goals.
- Support the Development Director in aligning departmental activities, resources, and priorities with the organization's strategic objectives.
- Promote collaboration, accountability, and effective communication across the Development Department.
- Provide leadership and guidance in coordinating cross-functional initiatives and ensuring progress toward shared departmental goals.
- Assist in identifying opportunities to strengthen departmental systems, processes, and overall effectiveness.
- Exercise sound judgment, initiative, and independent decision-making in addressing departmental needs and challenges.
- Contribute to a collaborative, high-performing departmental culture that emphasizes shared ownership, professional growth, and results.

Other

- Serve as a representative of Small Steps on tours, at tabling events, or other events as needed.
- Perform donor research both independently and in collaboration with the Development staff and enhance the database by entering and updating pertinent information regarding donors and constituents related to stewardship.
- 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.
- Patience - Ability to act calmly under stress and strain, and of not being hasty or impetuous.
- Working Under Pressure – Ability to complete assigned tasks in stressful situations.
- 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:
3-5 years of grant writing or written communications experience required.

Computer Skills:
Proficiency with Microsoft Office Suite
Experience with Blackbaud Raiser's Edge
Experience with Social Solutions Apricot, a plus but not required

Other: Preschool Environment: This position will office at our preschool located at 2902 Jensen Drive in the Fifth Ward 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)

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