Grant Manager

Job Description

The Grant Manager is a full-time, exempt member of the Development Team responsible for planning, coordinating and producing grant applications and reports to foundations, organizations, corporations and faith-based organizations. Under the leadership of the Development Director, the Grant Manager will work closely with staff members across the organization to garner their input and support for all funding applications, planning and implementing research, development, cultivation, and stewardship that serve Mobile Loaves & Fishes' vision, mission, goals and programs.

Mobile Loaves & Fishes has a strong development program with a solid history of local support from Central Texas foundations and corporations. The ideal candidate will be poised to take this established grant program to the next level.

Please email Resume and Cover Letter to hr@mlf.org

Duties and Responsibilities

- Work closely with the Development Director, Development Team and program directors to ensure grant activity supports Mobile Loaves & Fishes’ vision, mission, goals, and programs
- Develop and maintain proficient knowledge of MLF’s history and programs, including individual program needs and budgets to make the best possible case for support
- Build relationships and steward a portfolio of funders and work closely with the Development Team on cultivation activities, including thank you correspondence, event invitations and coordination of other special opportunities for donors and grantors
- Write and assemble supporting materials for the submission of grant requests to individuals, foundations and corporations to meet Mobile Loaves & Fishes’ operating and program needs
- Create and implement a grant management system in Salesforce to manage the grant calendar and track the entire grant process
- Lead project management of grants though their full life cycle
- Manage fiscal compliance; work closely with accounting team and program budget directors regarding grant restrictions, expense tracking and documentation
- Coordinate with program directors to implement program evaluations to measure and communicate impact to grantors
- Document required metrics and establish systems to ensure collection of objective data in coordination with the Development Team and program directors
- Build relationships with Community First! residents and volunteers to curate stories showing progress, updates and new developments to include with reports or applications
- Perform prospect research on foundations, faith-based organizations and corporations to evaluate opportunities for corporate and foundation grants, including exploring untapped potential in new program areas
- Participate in the preparation and management of the annual grants budget
- Develop and implement improved processes in the grants program
- Represent Mobile Loaves & Fishes at community events
- Attend regular meetings with the Development Team to provide updates and status reports
- Assist with other fundraising projects as needed, including special events or other development activities

**POSITION REQUIREMENTS**

- Bachelor’s degree from a four-year accredited institution
- Minimum of 3 years relevant experience in prospect research and identification, grant proposal writing, data collection and analysis, creating and maintaining budgets, and reporting results
- Professional development experience in the nonprofit sector
- Demonstrated record of having prepared successful grants and proposals
- Knowledge of and relationships with grant-making foundations in the Central Texas area
- Excellent written and oral communication skills, including ability to communicate in a compelling and succinct manner
- Ability to plan, organize, prioritize and coordinate multiple projects
- Ability to take initiative and effectively manage time to meet deadlines
- Excellent research, writing and proofreading skills
- Ability to maintain confidential donor information
- Ability to work independently and with a team to manage multiple projects and be flexible to changing priorities
- Experience working with Salesforce and Quickbooks
- Project management experience
- A strong belief in the vision, mission, core values and goals of MLF. Mobile Loaves & Fishes is a faith-based organization with its ideals and philosophy coming directly from the Gospel of Jesus Christ.

**MLF PURPOSE/VISION**
We empower communities into a lifestyle of service with the homeless.

**MLF MISSION**
We provide food and clothing, cultivate community and promote dignity to our homeless brothers and sisters in need.

**CORE VALUES**
The vision is supported by core values centered on our belief that homelessness is the result of a profound catastrophic loss of family:

- God, infinitely perfect and blessed in himself, in a plan of sheer goodness freely created man to make him share in his own blessed life
- By virtue of being created by God in His image, we are all called to live in community and relationship with Him through each other
- The family is the original cell of social life
- You shall love your neighbor as yourself
- All members of the human family are equal in dignity
- The Lord God took the man and settled him in the Garden of Eden to cultivate and care for it.

Gen 2:15
GOALS
• Transform the way people view the stereotype of those who find themselves homeless
• To reconnect the homeless to self, family and community
• Help the chronically homeless rediscover and utilize their God-given talents to do purposeful work
• To connect human to human, heart to heart through the fellowship of food and hospitality
• Inspire people into a lifestyle of abundance by giving their best first

GUIDING PRINCIPLES
These Guiding Principles are the basis upon which MLF team members make decisions, plan strategies, and interact with each other and our community. The principles define the kind of leaders we are striving to be.

| Yes, and...Positive Attitude | · Looks for the positive in any situation  
| | · Begins with yes, and looks for positive possibilities from a proposed idea  
| | · Has a generally positive attitude |
| Semper Gumby  
(flexible/adaptable) | · Adapts to big & small change well  
| | · Can formulate alternative plans when things change  
| | · Is teachable (learns from others) and willing to change |
| Relational | · Develops numerous strong relationships with staff, neighbors & volunteers  
| | · Shows humility in his/her servant leadership  
| | · Looks for the good in others. Assumes the best in others’ intentions  
| | · Treats others with love & respect, including when talking about them to others  
| | · Works to resolve conflict with others, goes directly to the person |
| Team Player | · Puts MLF above himself/herself and his or her program  
| | · Depends on others to help with solutions  
| | · Brings strengths of the team together |
| Communicator | · Keeps others informed of things going on in their program  
| | · Communicates effectively to staff, neighbors & volunteers  
| | · Resolves conflict well & in a timely manner |
| Multiplier                                      | · Delegates effectively to staff, contractors & volunteers  
|                                               | · Invests in developing staff, contractors & volunteers  
|                                               | · Empowers staff, contractors & volunteers so that their talents & ideas are unleashed |
| Good Steward                                   | · Stewards MLF physical resources (money, land, equipment, etc.) well  
|                                               | · Stewards MLF human resources well (staff, volunteers, donors, neighbors, & board)  
|                                               | · Takes care of one self physically, mentally, emotionally & spiritually |
| Dependable/Accountable                         | · Sets reasonable deadlines & meets them consistently  
|                                               | · Keeps others informed if they won’t meet a deadline  
|                                               | · Comes on time & prepared for meetings |

**COMPENSATION**
This is an outstanding opportunity to work in a highly-effective nonprofit’s program area. The compensation package will include salary, health, life, 401k and paid time off benefits. MLF is an Equal Opportunity employer. Personnel are chosen on the basis of ability without regard to race, color, religion, sex, national origin, disability, marital status or sexual orientation, in accordance with federal and state law.