



GREAT SPRINGS PROJECT GRANTS MANAGER

ABOUT GREAT SPRINGS PROJECT

Great Springs Project (GSP) is a 501(c)(3) nonprofit organization that is working to create a national park-scale corridor of conserved lands between the densely urban areas of Austin and San Antonio over the Edwards Aquifer recharge and contributing zones. This green corridor will be connected by a network of trails, linking four of Texas' iconic springs: Barton Springs, San Marcos Springs, Comal Springs, and San Antonio Springs. Great Springs Project envisions unifying local efforts and catalyzes new efforts to address the most critical water, land, wildlife, and public health challenges facing the Central Texas region.

In a state where less than four percent of the land is public, GSP addresses social, health, and recreational equity by preserving open space and developing a spring-to-spring trail for the benefit of all trail users.

GSP TRAILS AND TRANSPORTATION PLANNER OVERVIEW

Position Summary

Reporting to the Chief Development Officer, the Grants Manager is a vital component of GSP's development and fundraising efforts and is responsible for the development, management, and execution of GSP's grant funding work. Activities include researching, writing, applying, reporting, and stewarding GSP grant-related efforts with the goal of meeting annual and capital campaign fundraising goals.

Grant Manager Responsibilities

- Manage grant portfolios, including cultivation, solicitation, and stewardship with funders. Serve as the coordinator (and at times as the author) for the preparation and submission of grant proposals using a project-management, comprehensive team approach, working with staff across multiple departments and often with external project partners.
- Research and identify governmental and philanthropic funding opportunities and provide GSP staff with information and analysis of prospects.
- Develop cases for support on research related to Central Texas, the environment, water, land conservation, trails, economic benefits, health and wellness and other topics for grant applications.
- Work with staff across GSP, to consolidate learning, ensure timely, coordinated and collaborative processes related to grants work.
- As the Manager and at times author for preparing and submitting grants, ensures that all working on the grants know their assignments, and coordinates this team process.

- Communicate with potential, new, and established funders to identify funding priorities and to build or maintain relationships for future financial support, verbally and in writing.
- Is consistently **trustworthy** when handling confidential staff and agency information.
- Strong situational adaptability, managing ambiguity, and with an eye for optimizing work processes when feasible.
- Represents GSP and attends all required internal and external meetings.
- Completes all required paperwork for program, administration, and job responsibilities.
- Maintain records, grants files, and calendar on all proposal submissions, outcomes, and deadlines.
- Manage calendar proposals and reporting deadlines to ensure timely submission and follow-up.
- Maintaining proficient knowledge of organization's history and programs.
- Assisting with the execution of development department's strategy.
- Performs other duties as may be assigned, as feasible.
- Work on special events or other development activities at the discretion of the CDO.

Grant Writer Requirements

- Possess a minimum of a Bachelor's degree in a field with substantial emphasis on research and writing, such as English, Communications, Journalism, or a similar field.
- At least three years of philanthropic and/or governmental grant writing and grant management experience, preferably for a nonprofit organization.
- A proven track record of successfully awarded and well-managed grants
- Excellent communication skills, both verbal and written
- Excellent organizational skills, including demonstrated ability to meet deadlines
- Project management experience strongly preferred
- Demonstrate superior written communication skills, with emphasis on grant proposals and clear, persuasive correspondence. Highly developed attention to detail, the ability to prioritize appropriately, make independent decisions, and work well under tight deadlines. Must be able to work fast, be output oriented, and produce high quality work. The scope of the position requires a strong proficiency in planning and executing multiple long-term projects simultaneously. Demonstrated ability to assess trends and translate concepts into practical applications.
- Must have the ability to work independently and as a member of a team. Calmness and efficiency needed to perform activities involving many details and frequent changes and strong communications skills. Effectively and collaboratively work across departments with programs staff and external project partners.
- The ideal candidate will pay careful attention to detail, work with accuracy, and maintain organized records. Must be able to manage a calendar and pipeline of grant applications and reporting deadlines. Work cooperatively with external partners and constituencies.
- High level of comfort and experience with multiple, complex funding, requirements and deadlines.

Physical Demands & Work Environment

This job is primarily performed in an indoor office environment during a regular 40-hour workweek. The work requires being in a stationary position on a computer the majority of the time. Reliable transportation is required to attend frequent meetings off-site with donors and stakeholders as well as to deliver hard-copy grant applications. Occasional evening and weekend hours may be required for special events and to meet deadlines. Strong computer and internet skills and competency required. Demonstrate appropriate skill level and capability in the operation of computers and general office software programs, including word processing, spreadsheet, and database software, as required in your department.

Great Springs Project offices are located downtown in Austin and New Braunfels, Texas. The small office environment enjoys low noise levels, shared kitchen facilities and a collegial atmosphere. Reliable transportation is required to attend frequent meetings off-site. Occasional evening and weekend hours may be required for events, meetings, and to meet deadlines.

Great Springs Project is an Equal Opportunity Employer and will not discriminate against any applicant or employee based on race, creed, color, national origin, sex, gender identity, age, religion, veteran status, disability, or sexual orientation.

BENEFITS & COMPENSATION

\$60,000-\$80,000, depending on experience. Generous Paid Time Off (PTO), health, and retirement benefits included.

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