

# Houston Parks Board

## Grants Manager



Houston Parks Board (HPB) is a 501 (c)(3) non-profit organization, whose mission is to create, improve, protect, and advocate for parkland in the Greater Houston region. Since its inception in 1976, the organization has raised and leveraged millions of dollars and improved Houston's park system through parkland acquisitions and capital improvements.

In 2012, HPB embarked upon the largest city-wide project in its then 36-year history, Bayou Greenways. Bayou Greenways is a \$220 million capital project to complete continuous parks and trails along Houston's major bayous. The initiative is altering Houston's urban fabric like no other initiative in recent history, and it is one of the most visionary and significant park/urban design projects in the nation.

For more information about Houston Parks Board and its high-impact work in the community, please visit [houstonparksboard.org](http://houstonparksboard.org).

### Position Description

The Grants Manager will report to the Chief Development Officer and will be responsible for securing grant funding from foundations, corporations and public funding sources including federal and state grant programs to support the mission of Houston Parks Board (HPB). Primary duties include research and identification of opportunities that align with HPB projects and general operating needs, writing and submitting compelling proposals, writing, and submitting donor reports on time, and managing all aspects of the grants program. Other duties and responsibilities include:

- Maintain a compelling general operating case for support and develop the narrative case for support for each of HPB's programs, projects, and campaigns.
- Proactively network, research, and identify opportunities for financial support from foundations, corporations, community organizations, and public funding sources including federal and state grants.
- Write and submit grant applications, stewardship reports and other donor communications to meet fundraising goals.
- Write letters and proposals to individuals as needed to solicit major gifts.
- Maintain keen focus on grant research and the management of reporting and submission calendars.
- Maintain and steward strong relationships with foundation and corporate staff who are engaged in the grant process.
- Participate in fundraising, stewardship and events as part of the development team.
- Support the CEO, Chief Development Officer, and other members of the leadership team with other writing and research activities in preparation for donor meetings and solicitations.
- Maintain confidentiality of fiscal information, donor data, and sensitive details at all times
- Implement job responsibilities in a manner that is consistent with HPB's mission and values.
- Adhere to the Association of Fundraising Professionals Code of Ethical Principles and Standards of Professional Practice
- Other duties as assigned

### Preferred Skills and Qualifications

- Passion for parks, greenspace, and conservation
- Bachelor's Degree or professional experience in writing, nonprofit management, business or related field
- Minimum of two years of grant writing experience that includes: cultivation and stewardship of foundation and corporate gifts
- While not required, it would be ideal if the candidate has experience in applying for and familiarity with administering public funding grants
- Outstanding communication skills, both written and verbal
- Ability to write clear, structured, articulate, and persuasive proposals.
- Strong grammar and editing skills
- Ability to research relevant data; understand and convey clearly stated project budgets and outcomes

- Strong organizational, analytical, and time management skills with attention to detail
- Ability to work under pressure to meet multiple deadlines
- Ability to deal professionally, courteously, and efficiently with a diverse set of constituents in a fast-paced environment
- Proficient in Microsoft Word, Excel, and donor management software (Blackbaud Raiser's Edge 7 database, preferred)

This is a salaried, exempt position, salary commensurate with skills and experience. Benefits include full medical, dental and vision benefits, paid time off, short-and long-term disability, group term life insurance and 403b retirement plan.

To apply for this position, email resume and cover letter to [beth.taylor@houstonparksboard.org](mailto:beth.taylor@houstonparksboard.org) with "Grants Manager" in the subject line of your email.

Interviews are by appointment only. No telephone calls, please.