



Position Title:	Manager, Foundation & Government Grants	Salary:	\$70,000 - \$80,000
Location:	Houston, TX (Hybrid)	Position Type:	Full-Time
Department:	Fund Development	Travel:	30% in community
Reports To:	VP, Fund Development & Communications		

*Interested candidates should apply [here](#)

The **Manager of Foundation & Government Grants** is a valued member of the Development Team as it contributes to the agency's fiscal health through maintaining grant funding and developing new relationships with foundation and government funders.

The successful candidate is an experienced and competent fundraiser, and is successful at cultivating donor and funder relationships, and has the necessary skills, including computer acumen, experience with metrics, project management, intellectual flexibility and research capabilities.

This position works as part of a team of four and assists in fund development team events. The ideal candidate is a professional contributor to fundraising who takes the initiative in researching grant opportunities and stewarding relationships, will have a passion to share Avenue's mission, has Salesforce or other CRM software experience and is tech-savvy and detail-oriented.

Key Responsibilities

- **Relationship Management:** Develop and maintain high-level relationships with foundation and government partners, cultivating new and stewarding current funders and sponsors.
- **Prospect Research:** Identify and research new prospects that align with agency values, maintaining a diverse grant pipeline and supporting Avenue's programs.
- **Proposal Development:** Collaborate with the VP of Fund Development to create compelling presentations and proposals that align funders' objectives with Avenue's mission.
- **Grant Compliance:** Ensure all grant deliverables are met, oversee grant applications and manage compliance with guidelines, including timely submission of reports.
- **Data Management:** Track donor and grant data in Salesforce, maintaining accurate records and ensuring timely updates.
- **Market Awareness:** Stay informed on local market trends and internal initiatives to effectively match prospects.
- **Collaboration:** Work with program staff to gather necessary data for grants and reports, and to support development communications.
- **Event Participation:** Serve as a team member for development events such as groundbreakings, ribbon cuttings and annual fundraising events.
- **Special Projects:** Assist with special projects and provide reports for funders, Board and Senior Leadership as needed.
- **Administrative Support:** Maintain calendars for grant submissions, track grant history and assist with various writing and communication tasks.

Education

- A Bachelor's degree

Experience

- 2-3 years' experience in fundraising with a proven record of being awarded multiple grants in excess of \$25k
- Non-Profit experience preferred

Knowledge, Skills, and Abilities

- **Interpersonal Skills:** Friendly, outgoing, and persuasive, with a knack for making connections and engaging in meaningful conversations.
- **Communication Expertise:** Proven ability to create sponsorship decks, manage communications and leverage social media, with exceptional written and verbal skills for interacting with diverse stakeholders.
- **Team Collaboration:** Demonstrated success as a strong team player, willing to support colleagues as needed.
- **Organizational Skills:** Highly organized and detail-oriented, with the ability to plan workflow, meet deadlines in a fast-paced environment and manage projects efficiently.
- **Sector Knowledge:** Familiarity with the Community Reinvestment Act and the affordable housing/community development sector is preferred.
- **Initiative and Independence:** Self-starter who thrives both autonomously and as part of a collaborative team.
- **Technical Proficiency:** Strong computer and technology skills, with experience in donor CRM software and Microsoft Suite; Salesforce experience is preferred.
- **Mission Alignment:** Ability to connect with Avenue's work and mission.
- **Analytical Skills:** Understanding of evaluation metrics and outcomes measurement is preferred.
- **Logistical Requirements:** Must have reliable transportation and a valid driver's license.
- **Problem Solving and Learning:** Willingness to learn, adopt a solution-oriented approach to challenges and actively seek and provide feedback to enhance service quality.
- **Professional Conduct:** Maintain professionalism and confidentiality in all interactions and information handling.
- **Multitasking Ability:** Capable of managing multiple tasks and occasional projects.
- **Relationship Building:** Proven ability to establish and maintain effective relationships with colleagues, donors and organizations.

Work Environment

The work environment is a temperature-controlled office.

Physical Requirements

This position requires frequent sitting for long period of time, occasional walking, standing, stooping, bending and twisting of the neck, bending and twisting from the waist and reaching overhead. This position requires frequent fine manipulation and simple grasping of both right and left hands (e.g. typing, holding telephone receiver and utilizing writing implements.) This position requires occasional lifting of no more than 30 lbs. This position requires close vision (clear vision at 20 inches or less) and the ability to adjust focus. This position may work from home on Mondays and Fridays and must work on-site Tuesdays, Wednesdays and Thursdays.

Reasonable accommodations may be made, in accordance with applicable laws, to enable individuals with disabilities to perform the essential functions.