



Job Title: Grants Manager

Reports To: Director of Grants

Status: Full-Time, Exempt

Position Summary:

The Grants Manager serves as the primary coordinator for grant proposal development, reporting workflows, grants administration, compliance support, and grants systems management. This position combines project management, proposal writing, reporting coordination, and knowledge management responsibilities to support Sustainable Food Center's institutional funding efforts.

With government grants representing a significant part of our institutional funding, this position supports compliance and helps operationalize grant requirements across our federal, state, and foundation funding sources.

Working closely with program, finance, and data staff, the Grants Manager coordinates grant development and reporting processes, maintains grants systems and planning tools, manages funder portals and records, and supports the efficient stewardship of institutional funding. As a new position, the Grants Manager will work in partnership with the Director of Grants to operationalize and strengthen grants management practices while helping build a sustainable grants function that supports organizational growth.

Responsibilities:

Proposal Development and Writing

- Develop and draft routine grant proposals, letters of inquiry, renewal requests, and reports, while supporting larger or more complex funding opportunities in partnership with the Director of Grants.
- Prepare proposal narratives using program work plans, approved proposals, strategic plans, reports, and organizational resources.
- Coordinate collection of proposal materials, supporting documentation, and required attachments.
- Collaborate with program, finance, data, and executive staff to develop proposal content.

Grants Operations and Coordination

- Coordinate internal review, approval, and submission processes for grant proposals and reports.
- Manage grant submission timelines and internal deadlines.
- Maintain grant agreements, amendments, and supporting documentation.
- Manage funder portals and online submission systems.
- Coordinate grant-related communications and information requests.
- Maintain accurate grant administrative records and files.

Grant Compliance and Documentation

- Understand and help operationalize government grant requirements and documentation standards across federal, state, and foundation funding sources.
- Maintain organized grant documentation and records to support compliance and prepare for audits.
- Work with Finance, Program, and Data teams to ensure grant activity is properly documented and reported according to funder expectations.

- Track grant compliance deadlines, reporting obligations, and special requirements, alerting leadership to upcoming deadlines and regulatory changes.

Reporting Coordination

- Maintain and manage the grant reporting calendar.
- Track reporting requirements and deliverables.
- Coordinate foundation reporting processes and submissions.
- Support reporting activities involving Program, Finance, and Data teams.
- Maintain records of completed reports and reporting obligations.

Grants Production Planning

- Maintain and update the institutional funding pipeline.
- Develop and maintain an annual grants production calendar that incorporates application windows, proposal timelines, reporting schedules, review periods, and internal deadlines.
- Track proposal and reporting milestones.
- Communicate proposal, reporting, and planning timelines to internal stakeholders.
- Support proposal planning and coordination activities led by the Director of Grants.

Program Work Plans and Knowledge Management

- Develop and maintain program work plans in partnership with program staff.
- Organize and maintain grant development resources, including approved proposals, reports, program descriptions, outcomes data, budgets, and supporting materials.
- Support efficient proposal and report development through effective knowledge management practices.
- Identify information gaps and coordinate collection of materials needed for future proposals and reports.

Prospect Research Support

- Conduct prospect research and opportunity screening.
- Prepare opportunity summaries and supporting materials.
- Support opportunity qualification efforts.
- Support cultivation and stewardship activities led by the Director of Grants.

And other duties as assigned.

Competencies:

To perform the job successfully, an individual should demonstrate the following:

Project Management and Organization

Effectively manages multiple projects, deadlines, and priorities with a high degree of organization, accuracy, and follow-through. Coordinates stakeholders, tracks dependencies, and ensures timely completion of grant-related deliverables.

Written Communication

Produces clear, accurate, and professional written materials, including grant proposals, reports, correspondence, and internal documentation. Adapts communication appropriately for funders, colleagues, and external partners.

Attention to Detail

Maintains accuracy across grant applications, reports, budgets, contracts, databases, and supporting documentation. Identifies inconsistencies and follows through to resolution.

Collaboration and Stakeholder Management

Builds productive working relationships across departments and with external partners. Demonstrates professionalism, responsiveness, and effective communication while coordinating information, timelines, and deliverables among multiple stakeholders.

Systems Management and Continuous Improvement

Effectively manages grant management systems, reporting calendars, document repositories, and operational workflows. Identifies opportunities to improve efficiency, consistency, and effectiveness.

Adaptability and Sound Judgment

Successfully navigates changing priorities, evolving funding requirements, and competing deadlines. Demonstrates initiative, flexibility, and sound judgment when working through ambiguity and incomplete information.

Mission Alignment and Stewardship

Demonstrates commitment to Sustainable Food Center's mission and values. Approaches institutional funding as a stewardship responsibility and maintains confidentiality regarding organizational and funder information.

Required Qualifications:

- Bachelor's degree or equivalent combination of education and experience.
- Three to five years of experience in grants coordination, nonprofit fundraising, project management, contract administration, reporting coordination, or related work.
- Demonstrated ability to manage multiple projects and deadlines simultaneously.
- Strong written and verbal communication skills.
- Strong organizational and project management skills.
- Experience using CRM, grants management, project management, database, or similar systems.
- Experience managing public grants and contracts, including those funded by federal, state, and local government agencies

Preferred Qualifications:

- Experience coordinating foundation grant proposals and reports.
- Experience with government grant compliance and documentation practices.
- Experience working in nonprofit environments.
- Experience supporting cross-functional teams.
- Experience with online grant submission portals and funder systems.
- Experience organizing and managing complex information and documentation.

Skills:

- Strong project management and organizational skills.
- Excellent written and verbal communication skills.
- Strong analytical and problem-solving abilities.
- Ability to review and apply grant guidelines, reporting requirements, and supporting documentation.
- Understanding of government grant requirements and documentation practices.
- Proficiency with Microsoft Office Suite, including Excel, Word, PowerPoint, and Outlook.
- Ability to learn and manage multiple online grant and reporting portals.
- Ability to work independently while coordinating effectively across departments.
- Ability to maintain confidentiality and exercise sound judgment.
- Strong virtual collaboration skills in a remote work environment.

Working Conditions:

- Fully remote position; candidates must reside in Texas (preferably in the Austin-Round Rock MSA) and be authorized to work in the United States.
- Frequent computer and desk-based work in a remote office environment.
- Regular virtual collaboration with program staff, finance staff, data staff, consultants, funders, and community partners through video conferencing, email, phone, and other communication platforms.
- Occasional travel within Texas for meetings, conferences, trainings, site visits, funder engagements, and organizational events.
- Occasional flexibility in work hours may be required to accommodate proposal deadlines, reporting requirements, or organizational priorities.
- Work involves managing multiple projects and deadlines in a collaborative, fast-paced environment.

Physical Requirements:

- Prolonged periods of sitting and working at a computer.
- Frequent use of a computer, telephone, and video conferencing platforms.
- Ability to communicate effectively through written, verbal, and virtual communication methods.
- Ability to travel periodically for meetings, trainings, conferences, site visits, and organizational events as needed.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Compensation:

- Salary Range: \$60,000-\$68,000
- Benefits include health insurance, retirement plans, paid time off, etc.

To Apply:

Please submit your résumé, cover letter, writing sample, and three references to grants@sustainablefoodcenter.org. Use subject title “Grants Manager.” In your cover letter, please tell us about your lived experience working with grants and/or programs serving diverse communities.

Applications are accepted until August 31, 2026. No phone calls will be accepted or returned.

Writing Sample Requirement: Applicants must submit a professional writing sample demonstrating their ability to communicate complex information in a clear, organized, and compelling manner. Writing samples should be *no more than five pages in length*. Applicants may redact confidential information as necessary.

Preferred samples include:

- Grant proposals/ Program narratives
- Letters of inquiry
- Grant reports