



**Austin  
Sunshine  
Camps**

**Title: Grants Manager**

**Reports to: Chief Development Officer**

**Type: Full-time**

Austin Sunshine Camps (ASC) seeks an experienced, mission-driven Grants Manager to oversee the administration and management of our grants portfolio. The Grants Manager will further the mission of ASC through the sourcing, writing, submission and overall administration of current and future grants for our summer camp programs and year-round programs.

**Key Responsibilities:**

- Research, monitor and pursue competitive grant opportunities that support programs and align with the mission and vision of Austin Sunshine Camps.
- Write grant applications, cover correspondence and other materials according to required grant requests.
- Prioritize tasks and meet all deadlines for preparation and submission of grant applications and grant related reports.
- Develop and maintain grant application and reporting calendar.
- Oversee and manage grant portfolio including grant and financial reports that are required by funders.
- Develop and nurture relationships with potential funders including individuals, corporations and foundations.
- Work with program staff to ensure that implementation of outlined program deliverables and financial activities are in compliance with grant agreements and or contracts.
- Assist with the evaluation and monitoring of grant funded programs.
- Proactively coordinate staff efforts to collect, analyze, and report data on the performance of grant funded activities.
- Maintain grant data for reporting and statistical analysis.

**Knowledge, Skills and Abilities:**

- High level writing ability including excellent grammar, creative writing, editorial and research skills.
- Knowledge of trends, processes and ethics in grant writing.
- Strong time management and organizational skills with the ability to manage multiple projects and overlapping deadlines.
- Understanding and knowledge of general development and fundraising activities.
- Working knowledge of public and private foundations, as well as local corporate donors.
- Perseverance in the face of challenges.
- Strong communication, presentation and interpersonal skills.
- Extreme and careful attention to detail.
- Ability to be flexible and work in fast paced environment.
- Highly proficient in Microsoft Word and Excel.

## **Qualifications & Requirements:**

- Bachelor's degree from a four-year college or university.
- 5 years' experience in Fundraising and Development.
- 3 years nonprofit grant writing experience with a proven track record of success.
- Experience with donor management software.
- Must pass a National Enhanced Criminal Background Check
- Must be able to work nights and weekends as required
- Willing to become Ropes/Challenge Course Certified and work as part of the team to conduct Ropes Course sessions for campers, volunteers, renters, and other stakeholder groups when needed
- Able to lift up to 35 lbs

## **Compensation and Benefits:**

- The salary for this role will be \$45,000 - \$60,000 annually, based on experience and skills
- Full-time employees have access to group health, vision, and dental insurance covered at 50% by ASC, and life insurance and short-term disability insurance covered at 100% by ASC.
- ASC offers all full-time staff 160 hours of PTO plus office holidays.

## **Why Austin Sunshine Camps?**

- Ability to have a direct, positive impact on the most at-risk youth of Austin.
- Office out of the beautiful Zilker Lodge in Zilker Park.
- Flexible schedule within a culture that values work/life balance.
- Partner and work with the dedicated members of Young Men's Business League, the organization that founded and provides governance to ASC.

## **How to Apply:**

Email resume and cover letter to Megan Grayless at [megan@sunshinecamps.org](mailto:megan@sunshinecamps.org) with "Grants Manager" in the subject line.

Note: This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned to meet the ongoing needs of the organization.