



**Job Title:** Director of Grants  
**Reports To:** Chief Executive Officer  
**Location:** Central Office – Lewisville, TX  
**Work Duty Days:** 240  
**FLSA Status:** Full Time Exempt  
**Industry:** Non-Profit, Social Services, Education

### **About Communities In Schools of North Texas:**

Communities In Schools of North Texas is part of a national organization, Communities In Schools®, that ensures every student has what they need to be successful in school and life. We believe that relationships are foundational to unlocking a student's full potential. Working directly in schools across Cooke, Denton, and Wise Counties, we connect students to caring adults and community resources that help them overcome the barriers that stand between them and a brighter future. We are seeking a passionate, committed, and value-oriented individual to join our team.

### **Position Overview:**

The Director of Grants is responsible for securing funding to support and expand the organization's mission through the successful development of grant proposals throughout the year. The individual is responsible for research, identification, evaluation, and development of proposals to successfully secure funding and resources that will sustain and expand programmatic and administrative functions, in alignment with the organization's strategic plan. In addition, the Director oversees grant management and reporting to ensure compliance with funder requirements and serves as the primary point of contact for cross-departmental coordination related to grants.

### **Qualifications:**

#### Minimum Education/Certification

- Bachelor's Degree required
- Minimum of 2 years of successful grant writing experience in a non-profit organization preferred
- Preferred experience securing and retaining Federal and State grant funding

#### Special Knowledge/Skills:

- Knowledge of the basic skills required to research, identify, develop, and compose successful grant proposals
- Knowledge of basic budget creation and business acumen
- Superior organizational skills, including the ability to effectively multitask
- Superior/effective written and oral communication skills
- Excellent interpersonal skills and ability to work in a highly collaborative environment
- Excellent analytical capabilities and conceptual skills as well as the ability to think creatively
- Strong proficiency in Microsoft Office Suite and Google Workspace
- Ability to work in a fast-paced, continually changing environment
- Maintains composure in high-pressure situations while remaining open to constructive feedback.
- Exhibit a commitment towards the CISNT mission

### **Major Responsibilities and Duties:**

#### Grant Strategy, Research, and Pipeline Development

- Lead the identification, research, and evaluation of grant opportunities aligned with organizational priorities and strategic goals.
- Analyze community data, program outcomes, and funding trends to inform grant strategy and strengthen funding proposals.
- Develop and maintain a robust pipeline of prospective funders to support sustainable and diversified revenue growth.
- Present funding opportunities, research insights, and strategic recommendations to CISNT Leadership.

#### Grant Proposal Development and Submission

- Oversee and manage the full lifecycle of grant development, ensuring timely submission of high-quality, competitive proposals.

- Collaborate cross-functionally with executive leadership and program staff to design proposals that clearly articulate program impact, goals, and measurable outcomes.
- Ensure all proposals align with S.M.A.R.T. objectives and effectively communicate program design, need, and impact to funders.
- Customize proposals to meet funder-specific guidelines, priorities, and requirements while maintaining consistency in organizational messaging.
- Maintain comprehensive knowledge of organizational program and strategic initiatives to accurately represent funding needs and opportunities.

**Project Budget Development and Alignment**

- Partner with finance and executive leadership to develop and refine program budgets that are accurate, competitive, and aligned with grant requirements.
- Provide strategic input on budget presentation to ensure clarity, compliance, and alignment with proposed program activities.

**Grant Management, Compliance, and Reporting**

- Oversee grant management processes, ensuring compliance with all funder requirements, timelines, and reporting expectations.
- Lead the preparation and submission of timely, accurate, and compelling grant reports, including progress updates and outcomes.
- Serve as the primary point of contact for grant-related coordination across departments, facilitating communication, timelines, and accountability.
- Provide guidance and oversight to program staff on grant requirements, while ensuring program teams maintain ownership of implementation and outcomes.
- Maintain comprehensive records of grant activities, requirements, and deliverables to ensure organizational compliance.

**Professional Growth**

- Assume responsibility for personal growth to improve job performance.

**Additional Duties**

- Perform other duties as assigned.
- Consistent daily attendance.

**Supervisory Duties:**

The individual is responsible for the daily supervision, task assignments, evaluation, and coaching of the Grant Associate.

**Equipment Used:**

Computer, copier, digital projector, and other specialized equipment that is particularly unique to the position

**Working Conditions:**

- Frequent travel within Dallas/Ft Worth Metroplex
- Mental demands: Ability to communicate effectively (verbal and written)
- Work with frequent interruptions, maintain emotional control under stress.
- Repetitive hand motions.
- Occasional prolonged and irregular hours to meet deadlines

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

|   |
|---|
| <b>Continuation of position is contingent upon funding.</b> |
|---|