



Job Title: Grant Associate
Reports To: Director of Grants
Location: Central Office – Lewisville, TX
Work Duty Days: 240
FLSA Status: Full Time Exempt
Industry: Non-Profit, Social Services, Education
Starting Salary: \$45,000 – with consideration for education and experience

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 Grant Associate supports the development and management of grant funding opportunities that advance the mission of Communities In Schools of North Texas (CISNT). Working under the direction of the Director of Grants, the Grant Associate assists with grant research, prospect identification, proposal development, data collection, and grant submission activities. The individual coordinates with program and administrative staff to gather information, prepare supporting documentation, and ensure the timely completion of grant applications and reports. The Grant Associate also assists with grant compliance, reporting requirements, and stewardship activities to help sustain and expand programmatic and administrative initiatives aligned with the organization's strategic plan.

Qualifications:

Minimum Education/Certification

- Bachelor’s Degree required.
- Preferred successful grant writing experience in a public, non-profit, or private organization.
- Preferred experience with technical or research-focused writing

Required Knowledge/Skills/Abilities

- 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 and Funding Proposal Development

- Compile, write, and edit all grant applications to foundations, corporations, and local entities, exhibiting strong expository writing skills and a high-level command of grammar and spelling.
- Assist the Director of Grants in preparing grant applications to state and federal funders.
- Maintain grant application pipeline to determine and prepare for busy seasons.
- Research grant-making organizations and analyze them to identify funding sources for specific projects and programs.
- Collaborate with the CISNT program team to gather programmatic information that will easily allow an audience to grasp the concept of a project or program for which funding is sought, as well as to define grant outcomes that are competitive, reasonable, and attainable for CISNT program staff.
- Ensure clear communication of grant requirements as they pertain to each department. Send RFP instructions and organize department heads to receive feedback, information, or data in a timely manner for grant development.
- Acquire and maintain sound knowledge and understanding of the organization and use that knowledge and understanding to better comprehend all projects and programs for which grants will be sought and to recommend the seeking of grants.
- Assist with the development of individual grant proposals in accordance with each grant-making organization's preferences and follow each grant-making organization's guidelines exactly.

Grant Management & Reporting

- Successfully manage grant requirements and supply progress reports and presentations, as required by each funder. Coordinate with the Director of Grants to determine the reporting schedule, required items, and tasks needed to be completed. Facilitate and ensure completion of reports.
- Follow up in a professional and timely manner when required by a grant-making organization or CISNT administrative staff.
- Maintain a constant and thorough understanding of grant guidelines and requirements and serve in an advisory capacity to administration and program staff throughout the grant period regarding grant details.
- Assist the Director of Grants in providing programmatic reports to state and federal grant funders.

Research

- Consistently accumulate and evaluate current research and community data to analyze, interpret, and make deductions from varying facts or circumstances in order to guide fund development and program development.
- Present new research findings in team meetings and to funders during grant presentations.

Community Outreach & Resource Development

- Provide regular appreciation touchpoints to funders.
- Seek out opportunities to collaborate and support CISNT administrative and program staff.
- Attend CISNT funder site visits and community presentations with the Director of Grants.

Additional Duties

- Perform other duties as assigned by the Director of Grants.

Supervisory Duties

N/A

Equipment Used

- Computer, laptop, fax, copier, digital projector, digital camera, and other specialized equipment that is particularly unique to the position.

Working Conditions:

- Moderate standing, stooping, bending, and lifting; extensive work on a computer, moderate work on phones.
- Work with frequent interruptions, maintain emotional control under stress.
- Frequent driving is required through the DFW metroplex via personal vehicle.
- Occasional irregular and extensive work hours.
- Consistent daily attendance.
- Ability to meet deadlines.
- Occasionally require moving, transporting, or organizing materials, supplies, and equipment associated with student programs, events, and campus operations

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.

Continuation of position is contingent upon funding.