



## GRANTS MANAGER

**TITLE:** Grants Manager  
**FLSA STATUS:** Exempt  
**REPORTS TO:** CDO  
**DATE:** March 2025

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Ascend Dallas, formerly known as WiNGS, is a dynamic and expanding nonprofit organization dedicated to empowering women in our community. With a rich history spanning over 116 years, we have remained dedicated to serving the women of Dallas. Our two flagship programs, the Nurse-Family Partnership, which pairs first-time mothers with registered nurses, and the Economic Advancement program, providing financial literacy support through 1:1 coaching and group classes.

At Ascend, we uphold values of compassion, respect, and integrity in every interaction—with each other, our clients, and donors. Our culture fosters teamwork and inclusivity, recognizing the collective strength of our community. Join Ascend Dallas and support our work to empower women, fight poverty and impact generations.

### PURPOSE

Ascend Dallas boasts a robust pipeline of grants cultivated through longstanding relationships with funders. The Grant Manager plays a pivotal role as the gatekeeper of these valued connections, entrusted with the responsibility of effectively communicating the agency's work through the written word and stewardship meetings. They must feel confident in their ability to articulate the organization's mission, impact, and future goals, ensuring that funders are engaged and informed partners in our shared journey of empowerment for women in the community.

The Grants Manager is responsible for identifying, securing, and managing grant funding to support the organization's programs and initiatives. This role involves researching funding opportunities, developing compelling proposals, maintaining compliance with grant requirements, and fostering relationships with funders. The Grants Manager will collaborate closely with program, finance, and leadership teams to align grant strategies with organizational priorities.

### KEY RESPONSIBILITIES:

- **Grant Proposal Execution:**
  - Develop and submit well-crafted grant proposals that showcase exemplary writing skills, ensuring alignment with funder guidelines and organizational objectives. Coordinate with other departments to meet deadlines and submission requirements.
  - Serve as the primary voice of the organization, effectively conveying its mission, impact, and funding needs through compelling narratives.
- **Donor Engagement Strategy:**
  - Collaborate with the Chief Development Officer (CDO) to implement a continuous donor engagement plan, driving year-over-year growth.

- **Grant Management:**
  - Own and oversee the full grant lifecycle, including the grant writing process, maintaining the grant calendar, and tracking the grant pipeline.
- **Research & Networking:**
  - Conduct research and build relationships to sustain a robust and diverse grant pipeline. Proactively identify new funding sources and stay informed on industry trends to enhance funding opportunities.
- **Portfolio Management:**
  - Partner with the CDO to manage a portfolio of individual, corporate, and foundation donors, ensuring strong and ongoing engagement.
- **Data & Record-Keeping:**
  - Maintain up-to-date and accurate grant records in Salesforce and other relevant databases, ensuring transparency and efficiency.
  - Track key performance metrics to measure grant success and donor engagement.
- **Sponsorship & Fundraising Support:**
  - Identify and solicit sponsors for events, including both financial and in-kind contributions, to support programmatic and fundraising goals.
- **Event Planning & Support:**
  - Assist in the planning and execution of the organization's annual spring Luncheon, coordinating logistics and providing operational support.
  - The Grants Manager will need to support the Development team with yearly events including but not limited to Pop, Fizz, Clink, Resource Fair and other donor-related events.
- **Grant Compliance & Financial Oversight:**
  - Ensure compliance with grant guidelines and funder expectations, track reporting deadlines, and prepare required financial and programmatic reports in coordination with the finance team.
- **Cross Departmental Collaboration:**
  - Work closely with program and finance teams to develop budgets, align grant proposals with organizational needs, and ensure proper fund allocation.
- **Capacity Building:**
  - Stay informed on industry best practices, funding trends, and changes in regulations to enhance grant-seeking strategies. Provide guidance and training to internal teams on grant compliance and reporting.

**Personal Attributes:**

- Passionate about the mission and values of the organization.
- Highly motivated and goal oriented.
- Collaborative team player with a positive attitude.
- Ability to work independently and manage multiple priorities.
- Innate ability to work steadily and calmly in high pressure situations.
- Initiative, follow-through, sound and accurate judgment in decision-making process; ensure timely decisions are made.
- Working knowledge of all Microsoft Office products.
- Ability to work flexible schedule – some local travel could be required.
- Detailed- oriented and while managing multiple projects at the same time
- Accepts direction and feedback from supervisor and follows through appropriately.
- Willingness to perform other duties as assigned.

**Work Environment:**

- This position may require occasional evening and weekend work to attend events and meet with donors.
- Some travel may be required for donor meetings and events.

## **QUALIFICATIONS & SKILLS:**

- Bachelor's degree in Nonprofit Management, Public Administration, Communications, Business, or a related field. Master's degree preferred.
- Minimum of 5 years of experience in grant writing, management, and compliance within a nonprofit or similar setting.
- Proven success in securing grant funding from government agencies, foundations, and corporations.
- Strong writing, editing, and storytelling skills with the ability to develop compelling grant proposals.
- Knowledge of grant compliance, financial reporting, and budget development.
- Experience with grant management databases and reporting systems, including Salesforce.
- Exceptional organizational, analytical, and problem-solving skills.
- Ability to work independently and collaboratively in a fast-paced environment.
- Strong interpersonal skills with the ability to build and maintain relationships with funders and stakeholders.
- Ability to manage multiple deadlines and balance competing priorities effectively.

### **Preferred Qualifications:**

- Experience managing government grants, including federal, state, or local funding sources.
- Familiarity with nonprofit finance and accounting principles.
- Certification in grant writing or nonprofit fundraising is a plus.
- Experience with event planning and sponsorship procurement.
- Knowledge of donor engagement strategies and stewardship practices.

### **COMPENSATION & BENEFITS:**

- Medical/Dental/Vision/Short-Long Term Disability.
- Company paid Life Insurance
- 401k with company match
- Optional remote workdays
- Paid parental Leave
- Generous PTO package including extended time off from December 24th to New Years.

### **HOW TO APPLY:**

Ascend Dallas is an equal opportunity employer. For immediate consideration, qualified candidates should submit a resume via email to [jobs@ascenddallas.org](mailto:jobs@ascenddallas.org)