

## **Job Posting: Grants Manager**

Mental Health America of Greater Houston is seeking a Grants Manager to join our team of passionate and motivated professionals creating impact to advance the overall wellbeing of the individual and the community through systems change employing a collective impact approach. Primary program areas of work include the Center for School Behavioral Health, Veterans Behavioral Health, and Integrated Health Care, as well as education, advocacy, and mental health literacy.

Our benefits program is designed to help our staff lead healthy, productive, and rewarding lifestyles, contributing to positive work-life harmony.

Functions of the Grants Manager position include, but are not limited to

1. Working collaboratively throughout the organization to identify and understand program/project concepts and objectives that are proposed for funding.
2. Manage grants portfolio by building and stewarding relationships with partners to achieve respective goals and objectives.
3. Actively research and identify prospective new sources of foundation, corporate, and government support.
4. Write grant proposals for foundations, corporations, and government entities to generate funding for programs, strategic initiatives, special events, and general operating support.
5. Project manage the internal processes related to grants, including managing calendar of deadlines, collecting information and data to meet reporting timelines, and managing funder deliverables. Drafting all copy and messaging, with frequent multi-department follow up.
6. Lead stewardship efforts in the development and writing of interim and final reports, sponsorship updates, etc., while serving as liaison with multiple program teams and administrative staff on all proposals and final report budget requests.
7. Contribute to an office culture of acceptance, collaboration, compassion, and wellness
8. Other duties as needed to help drive to our Vision, fulfill our Mission, and abide by our Organization's Values.

### **Qualifications for Position**

This position requires a bachelor's degree in English, communications, or a related discipline. Master's degree preferred. A relationship builder with a solid understanding of philanthropy and fundraising practices. 4-6 years of grant writing and reporting experience, with a proven track record applying for and securing six-figure grants. Knowledge of and experience with greater Houston area foundations and corporations, as well as public funding and government resources. Raiser's Edge experience a plus.

Submit cover letter and resume to [careers@mhahouston.org](mailto:careers@mhahouston.org). Include "Grants Manager" in Subject Line.