



EMPOWERING CENTRAL TEXANS TO  
BUILD STRONGER COMMUNITIES THROUGH  
PLANTING AND CARING FOR TREES.

**Job Announcement: Grants Manager**

TreeFolks is an Austin-based nonprofit organization. Our mission is to empower Central Texans to build stronger communities through planting and caring for trees. TreeFolks is seeking a Grants Manager. This position will contribute to the organization's mission by managing the grant writing efforts, leading the grant team by overseeing the Grants Assistant, coordinating with program, administrative, and communications staff to ensure grant compliance, and representing the organization with foundations, funders, and other partners.

The person we will add to our active and inclusive team is organized, driven, hardworking, and can work within TreeFolks' Core Values. The ideal candidate has extensive experience with prospecting, writing and managing local, state, federal, and foundation grants and is extremely self-motivated and ambitious with a proven record of success. Please see below for a full description of duties and qualifications.

**Duties will include, but are not limited to:**

- Lead the process of grant submission, including prospecting, determining the relevance of opportunities, working with other staff to develop proposals and budgets, write narrative, establish metrics, and submit proposals in a timely manner, and tracking submissions and responses.
- Maintain proficient knowledge of the organization's history, programs and annual goals to represent accurately in proposals and verbal communications.
- Maintain an up-to-date database and records of all current and historical grant proposals, including contact information, submission dates, budget amount, purpose of funding, related correspondence, proposal status, reporting timelines, and other important dates.
- Build and manage relationships with representatives of current and potential grant-making organizations.
- Provide information via meetings or other forms of communication to staff, Board, partners, and other stakeholders regarding grants, such as facilitating grant kick-off meetings; and representing the organization in meetings regarding grants facilitated by other organizations.
- Submit all required reports and compliance documentation and ensure the accuracy of invoices for grants.
- Serve as the organizational expert on grants and provide guidance to other staff, including the Grants Assistant, as needed.
- Assist Deputy Director with drafting municipal contract proposals, as needed.



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**The ideal candidate will have the following qualifications:**

- Significant professional experience and proven success in grant prospecting, writing, and management.
- Self-motivated with the ability to prioritize and manage multiple tasks with minimal supervision
- Experience managing local, state, and federal grants.
- Outstanding record-keeping, time management, and written and oral communications skills.
- Administrative and organizational management experience, including budget oversight, operational and strategic planning, and human resources.
- Experience with digital tools such as Google Drive, AirTable, and CRM applications.
- Bachelor's degree preferred, but can be substituted for extensive professional experience.
- An ability to support and motivate team members.
- A background working in a dynamic, high-energy team environment.
- Demonstrated interest in the mission, vision and values of TreeFolks

This is a full-time position with a mix of in-office work and remote work. TreeFolks offers a competitive salary, plus health benefits, generous vacation time, flexible schedule, a casual work environment, and professional development opportunities. The starting salary ranges from \$66,500 to \$70,100 based on experience, qualifications, and additional attributes, such as bilingual or firsthand knowledge of communities in which TreeFolks works. TreeFolks provides opportunities for training, professional development, and advancement within the organization.

**Equity Statement:**

TreeFolks is an equal-opportunity employer committed to building a diverse and inclusive workplace. We welcome and encourage candidates of all backgrounds, including but not limited to, people of color, LGBTQ+ individuals, women, veterans, neurodivergent people, and those with disabilities. TreeFolks will not discriminate against any candidate on the basis of race, sex, gender identity, sexual orientation, class, religion, national origin, disability, age, and/or genetic information.

TreeFolks considers the job qualifications as a guide and not an absolute list. We encourage all candidates who feel they meet the spirit of the job description, are passionate about our mission and core values, and can do the work to apply.

To apply, please visit our [application portal](#) and upload a letter of interest, resume, and three references with contact information.

Application deadline: July 29, 2024

Anticipated start date: September 5, 2024