Grants Manager
August 12, 2022

Position Open Until Filled

DOL Status: Full-Time
FLSA Status: Exempt
Reports To: Executive Director
Location: Corpus Christi, Texas (with remote work possible)
Compensation: Coastal Bend Bays & Estuaries Program offers a competitive salary, dependent on experience and education, and offers a benefits package that includes paid vacation and holidays, health, life and dental insurance, and a retirement program. Specific details provided during the hiring process.

JOB DESCRIPTION:
The Coastal Bend Bays & Estuaries Program (CBBEP) seeks a Grants Manager to further the organization’s mission of protecting and restoring the bays and estuaries of the Texas Coastal Bend. The Grants Manager will identify, define, and develop funding sources to support existing and planned program activities as well as coordinate the development, writing, and submission of grant proposals to third-party entities. The position is also responsible for working with staff to collect, analyze, and report data on the performance of program activities that are funded by third-party public and private sources. The position reports directly to the Executive Director.

DUTIES & RESPONSIBILITIES:
• Responsible for looking for ways to improve and promote quality within the Coastal Bend Bays & Estuaries Program’s fundraising efforts.
• Responsible for simultaneously managing projects with varying timelines and deadlines.
• Demonstrate excellent organizational skills and strong process orientation.
• Manage the grants process for current and prospective funders, all on-time as per deadlines.
• Maintain a funding calendar/pipeline of activity.
• Coordinate frequent meetings with administrative and key staff members to inform fundraising efforts and grant narratives.
• Perform research on agencies, foundations, and corporations to evaluate prospects for state and federal, corporate, and foundation grants.
• Manage activities for prospective and current funding organizations, including site visits and prospect/cultivation/stewardship meetings.
• Write reports and collect necessary program information in order to communicate full picture of highlights and successes to funders.
• Work closely with the Communications Manager to write communications and outreach materials for current and prospective funders.
• Draft communications and follow-up on communications with funders.
• Assist in preparation of materials for Board of Directors meetings and relevant committee meetings.
• Complete other tasks, as needed and as requested.

EXPERIENCE & EDUCATION:
REQUIRED:
• Graduation from an accredited four-year college or university with degree in a field of science including biology, geology, environmental science, engineering, or another related. Experience and education may be substituted for one another.
• Possess knowledge of procedures governing state, federal, and private grant proposal submissions, funder selection criteria and post-award funder expectations, preferred.
• Good administrative skills and be detailed oriented.
• Excellent oral and written communication skills.
• Strong organizational and time management skills and the ability to prioritize complex projects.
• Ability to work independently as well as collaboratively in a team environment.
• Strong creative, strategic, analytical, organizational, and personal skills, with the experience of managing multiple projects at a time.
• Strong written and oral communication skills, including public speaking skills.
• Excellent organizational skills.
• Excellent people skills, with experience collaborating in a multi-disciplinary, diverse, and dynamic team.
• Flexible and a self-starter; able to manage multiple concurrent projects while also being highly detail-oriented with an attention to quality.
• Computer literacy in Microsoft Office required.

PREFERRED:
• Advanced degree in a field of science including biology, geology, environmental science, engineering, or another related.
• Previous experience in a similar role within a non-profit preferred.
• Proven track record of successful proposals funded preferred.
• Environmental experience and general knowledge of regional natural resource conservation issues.
• Adobe Design Suite experience preferred.

ABOUT CBBEP:
CBBEP is a local non-profit 501(c)(3) organization dedicated to protecting and restoring the bays and estuaries of the Texas Coastal Bend. Since 1999, CBBEP has been working to create a Texas Coastal Bend with cleaner water and sediment, healthier habitats, greater public access, and a more aware and engaged public. With the help of federal, state, and local partners, the CBBEP has restored thousands of acres of marsh habitat, funded dozens of projects designed to improve water quality, and installed infrastructure to enhance public access opportunities. In addition to implementing projects that address priority issues like water quality, habitat restoration, and nature tourism, CBBEP has created organizational programs to conserve coastal birds and their habitats, conduct environmental education programs, and acquire coastal habitats for the purposes of conservation. To learn more visit www.cbbep.org.
CBBEP supports a healthy work-life balance and recognizes that there are tangible benefits from supporting flexible working practices and assisting employees to achieve a balance in their work commitments and their life outside of work. Employees work a standard workweek but are occasionally required to work overtime, including some evenings and weekends.

CBBEP is an equal opportunity, drug-free employer, committed to diversity in the workplace. EOE/Minorities/Females/Vet/Disability

TO APPLY:
Position is open to all qualified applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, marital status, or status as a covered veteran.

To be considered for this position, please send cover letter, resume, and any relevant work samples to info@cbbep.org with “Grants Manager” in the subject line. We will not accept faxed, mailed or hand delivered applications. Position is open until filled.