



Grants Manager

Hybrid, Full-Time, Exempt

Reports to President & CEO

Cumberland Youth & Family Services, provides residential care, counseling and supportive services that aim to uplift and empower youth in foster care, young adults aging out of foster care and single-parent families. Our staff is expertly trained in helping our highly diverse residents handle stress and trauma. We work hard to provide a comforting sense of normalcy for those that have been affected by things beyond their control, because no one's past should define who they are in the future.

Position Description:

The Grants Manager will plan, direct and manage all aspects of grant related fundraising activities involving foundations, corporations and government/public grant making organizations. Responsibilities will include prospect research and identifying potential grant funders or funding opportunities, the development of grant proposals, administration of grant related contracts, providing grant reports and program evaluation results to funding sources and representing Cumberland with representatives of funding organizations.

Key Expectations/Responsibilities:

- Lead grant development and submission—preparing and organizing materials for proposals, and submitting and monitoring grant applications, including:
 - Researching new funding and business development opportunities on a local, state, and federal level
 - Maintaining and building relationships with corporate and foundation funders and other strategic partners
 - Drafting proposals/LOIs, grant application narratives, and budgets and collaborate to finalize with program staff, finance staff and the CEO
 - Submitting grant applications (often through online portals) and maintaining list of passwords
 - Meeting with funders and Cumberland staff to explore funding opportunities and fulfill site visit requirements
 - Maintaining master calendar of grants and prospects and all associated files and correspondence



909 Greenlee St. Denton, TX 76201



(940) 382 - 5112



cumberlandservices.org

Cumberland Youth & Family Services, formerly Cumberland Presbyterian Children's Home, is a non-profit organization incorporated in the state of Texas and recognized by the Internal Revenue Service as a 501(c)(3) charitable organization. Tax ID: 75-0878543



- Maintaining library of grant support documents including resumes, bios, IRS forms, Board/staff diversity lists, etc.
 - Executing grant contracts/agreements
- Researching statistics, trends and data for grant proposals and community advocacy, including:
 - Performing research and data-gathering—both from external sources and program data
 - Assisting in development of presentations for various stakeholders.
- Maintain grant compliance and reporting, including outcome measurement and grant budgets—taking responsibility for meeting high standards of effectiveness, timeliness, and completeness, including:
 - Monitoring and maintaining funder and investor reporting schedules and requirements
 - Tracking progress toward organizational and programmatic outcomes and goals
 - Working with finance staff to request reimbursements and drawdowns as needed;
 - Drafting compelling progress reports and targeted program updates to funders that fully capture programmatic success
 - Assembling all necessary supporting materials and documents including budget reports, outcome measurements, success stories, etc.
 - Submit reports to funders and investors.

Qualifications:

- A bachelor's degree in business administration and/or 3-7 years of nonprofit administration, grant writing or fundraising experience.
- Demonstrated analytical and persuasive writing skills experience, as well as superior editing skills, including ability to convey complex information in a clear manner to a diverse audience.
- Knowledge of corporate, foundation and public granting organizations across North Texas and statewide.
- A strong multitasker with the capacity to work under deadlines and with competing priorities without sacrificing quality.
- Knowledge of fundamental financial management techniques, such as creating and maintaining budgets and financial reporting.
- Excellent knowledge of the organization's goals and overall operations.
- Ability to collaborate successfully in a cross-functional team environment.
- Relevant software and donor management systems expertise.



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Working Conditions/Physical Requirements:

- May lift and carry up to 10 pounds frequently, up to 25 pounds occasionally, up to 40 pounds infrequently.
- Performs tasks that may involve standing or walking 25% of the day; sitting 75% of the day.
- The employee is regularly required to speak or hear, may bend, stoop, reach and grasp as necessary.
- Position includes exposure to parents, guardians, and conservators as well as to youth with behavioral problems, including possible verbal or physical aggression

Benefits

- Medical, Dental and vision insurance
- FSA
- 401 (k) with employer match
- Generous Paid Time Off
- Paid Holidays

How to Apply

Salary Range: \$52,000.00 - \$67,000.00

To apply, please send your cover letter and resume to: cbanatoski@cumberlandservices.org

Note: This job description does not state or imply that the above are the only duties and responsibilities assigned to this position.



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