



Position: Grants Manager

Reports To: Chief Development Officer

Start Date: Immediately

Location: Austin, TX

Marathon Kids Kids is an evidence-based nonprofit with a mission to get kids moving. Through running, we show kids they can achieve more than they ever thought possible and put them on the path to healthier lives. By partnering with schools, community organizations, and families to start run clubs around the country, Marathon Kids sets the course for long-term behavior adoption through effective, customizable, and fun programming. Children participating in Marathon Kids run clubs work at their own pace to run, or walk, the equivalent mileage of up to four marathons over the course of several months. Dedicated coaches celebrate each marathon milestone as kids unlock their potential, one mile at a time.

The **Grants Manager** will provide leadership and direction for all grant -related activities. From prospect identification and funder approach strategies, to grant production and reporting compliance, this position will be responsible for the entirety of Marathon Kids' grants program. Reporting directly to the Chief Development Officer, the Grants Manager will play a critical role on the development team to meet organizational revenue targets.

Primary Duties Include (but are not limited to):

- Work with Marathon Kids staff to ensure accurate, timely, efficient and transparent process for the entire grant lifecycle, from proposal to close. This entails pre--award management, tracking application process, award and payment, reviewing and/or producing relevant reports, monitoring and post-award management;
- Monitor and manage grants revenue goal;
- Use various prospect research resources to produce sufficient number of qualified prospects;
- Prioritize and evaluate prospects for corporate, foundation and public sector grants;
- Produce extensive institutional donor profiles and target ask amounts;
- Manage all grant agreements and MOUs pertaining to grant awards;
- Serve as the staff expert on grant applications, policies and procedures. Provide ongoing training to staff as it relates to grant administration and organizational policies;
- Work cross--departmentally to effectively design concepts for grant applications and ensure seamless grant fulfillment post-award;
- Along with appropriate Marathon Kids staff, develop and maintain a communication cadence for grant funders to provide meaningful stewardship;
- Manage contracted grant writers as necessary;
- Record calls, emails, and other outreach efforts in Salesforce;
- Attend staff meetings and other relevant internal meetings

Knowledge & Skills

- Knowledge of fundraising information sources
- Experience writing grant proposals
- Proven track record with institutional donors
- Knowledge of basic fundraising techniques and strategies
- Excellent communication skills both oral and written
- Knowledge and familiarity with research techniques for fundraising prospect research
- Experience with budget development and monitoring
- Experience with program development
- Experience using data to forecast and communicate analysis of grant funder pipeline
- Knowledge of contracts and agreements preferred

Values & Characteristics:

- Embodies Marathon Kids core values: community, dedication, empowering, agile and inclusive
- Self-learner with good judgement and ability to operate with confidence independently
- Organized with ability to coordinate and manage competing priorities
- Passionate about leading a healthy lifestyle
- Personable, adaptable and comfortable in an ever -changing environment
- Ability to perform detailed administrative tasks while connecting tactical steps to the broader context
- Strong team- orientation

Qualifications:

- Minimum of five years experience with grant writing
- Bachelor's Degree
- Previous experience with nonprofit fundraising
- Proficiency with Microsoft Office, Google Drive/Docs, and Salesforce

Please email your resume and cover letter to jobs@marathonkids.org. Your cover letter should address your development, fundraising, or annual campaign experience as well as other factors that make you an excellent candidate for this role. We look forward to learning more about you and your passion for Marathon Kids!