



Grants Manager Position Description
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I. TITLE: Grants Manager

FLSA: Full Time, Exempt, Full Time, 40 hours/week

II. ORGANIZATION AND POSITION SUMMARY:

Waterloo Greenway is a 1.5-mile urban park system supported by a public-private partnership between the City of Austin and Waterloo Greenway Conservancy (WGC). Once complete, the 35 acres of connected green space will be home to a wild array of natural and cultural destinations. The park system is being planned, designed, and built in three phases of geographic milestones. Symphony Square, Waterloo Park, Moody Amphitheater, and Lady Bird Lake to 4th St are now open. Construction at Sir Swante Palm Park is estimated to begin in 2027 and Phase 3 is in the planning and design process.

Reporting to the Director of Major Gifts, the Grants Manager is a vital component of Waterloo Greenway Conservancy's (WGC) development and fundraising efforts and is responsible for the development, management, and execution of WGC's grant funding work. Activities include researching, writing, applying, reporting, and stewarding WGC grant-related efforts with the goal of meeting annual and capital campaign fundraising goals.

III. ESSENTIAL FUNCTIONS:

Grant Strategy and Portfolio Management

- Manage grant portfolios, including cultivation, solicitation, and stewardship with funders.
- Serve as the coordinator and, typically, the lead writer for the preparation and submission of grant proposals using a project-management, comprehensive team approach, working with staff across multiple departments and often with external project partners.
- Research and identify philanthropic and governmental funding opportunities and provide WGC staff with information and analysis of prospects.





- Assist with the execution of the development department's strategy and support annual and capital campaign fundraising goals.

Grant Writing, Research, and Proposal Development

- Develop cases for support based on research related to Central Texas, the environment, water, land conservation, trails, economic benefits, health and wellness, and other topics for grant applications.
- Demonstrate superior written communication skills, with emphasis on grant proposals and clear, persuasive correspondence.
- Assess trends and translate concepts into practical applications that strengthen WGC's grant applications and funder communications.

Collaboration, Process, and Reporting

- Work with staff across WGC to consolidate learning and ensure timely, coordinated, and collaborative processes related to grants and reporting work.
- As the manager and, at times, lead writer for preparing and submitting grants, ensure that all parties working on grants know their assignments and coordinate the team process.
- Communicate with potential new, and established funders to identify funding priorities and build or maintain relationships for future financial support, verbally and in writing.
- Maintain records, grants files, and calendars on all proposal submissions, outcomes, reporting deadlines, and follow-up requirements.
- Manage proposal and reporting deadlines to ensure timely submission and follow-up.
- Coordinate meetings and site visits between foundations, funders, and WGC stakeholders.

Organizational Support and Representation

- Maintain proficient knowledge of the organization's history and programs.
- Represent WGC and attend all required internal and external meetings.
- Complete all required paperwork for program, administration, and job responsibilities.
- Consistently handle confidential staff and organizational information in a trustworthy and appropriate manner.
- Demonstrate strong situational adaptability, manage ambiguity, and optimize work processes when feasible.
- Perform other duties as may be assigned, as feasible.

IV. PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- This position is stationary position over 50% of the time.





- During events, this person may be required to lift heavy objects and stand for long periods of time; if this is not essential reasonable accommodations will be made if the person is not able to meet this requirement.
- This person occasionally works in outdoor weather conditions.
- Reliable transportation is required to attend frequent meetings off-site.
- Some evening and weekend hours are required.

V. REQUIRED QUALIFICATIONS AND EDUCATION:

- Bachelor's degree majoring in a field with substantial emphasis on research and writing, such as English, Communications, Journalism, or similar; equivalent work experience may be considered.
- At least three years of philanthropic grant writing and grant management experience, preferably for a nonprofit organization.
- Proven track record of successfully awarded and well-managed grants.
- Excellent communication skills, both verbal and written.
- Superb organizational skills, including demonstrated ability to meet deadlines and maintain organized records.
- Project management experience is strongly preferred.
- Highly developed attention to detail, ability to prioritize appropriately, make independent decisions, and work well under tight deadlines.
- Ability to work quickly, remain output oriented, and produce high-quality work while planning and executing multiple long-term projects simultaneously.
- Ability to work independently and as a member of a team, with the calmness and efficiency needed for activities involving many details and frequent changes.
- Ability to effectively and collaboratively work across departments with program staff and external project partners.
- Ability to manage a calendar and pipeline of grant applications and reporting deadlines while working cooperatively with external partners and constituencies.
- High level of comfort and experience with multiple, complex funding requirements and deadlines.
- Passion for urban green spaces, community engagement, and Waterloo Greenway Conservancy's mission.

VI. COMPENSATION:





Competitive compensation, commensurate with experience. Comprehensive benefits package including health, vision, and dental insurance; generous PTO; retirement plan with organizational match.

VII. TO APPLY:

Qualified applicants are invited to submit a resume, cover letter, and contact information for at least three professional references via email to careers@waterloogreenway.org

Applicants for employment in the U.S. must possess work authorization which does not require sponsorship by the employer for a visa.

EQUAL EMPLOYMENT OPPORTUNITY

Waterloo Greenway and Live Nation Entertainment strongly support equal employment opportunity for all applicants regardless of race, color, religion, sex, gender identity, pregnancy, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, medical condition, sexual orientation, genetic information, or any other characteristic protected by state or federal law.

HIRING PRACTICES

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

