



Texas Success Center

Grants Manager, Texas Success Center

The Organization

The [Texas Success Center](#) (TSC) embodies a pivotal initiative dedicated to fostering economic prosperity across Texas through career-focused postsecondary success. Established by the Texas Association of Community Colleges (TACC) through its 501(c)(3) non-profit affiliate, the Texas Community College Education Initiative (TCCEI), the Center's mission is to spearhead the statewide coordination of a comprehensive student success strategy, enhancing the linkage between community college practices, research, and policy.

With the invaluable support of the Center, colleges are empowered to build and expand their capabilities, implementing and scaling practices that enable a greater number of students to earn meaningful credentials, seamlessly transfer to universities without losing credit, and secure and progress in valuable careers within the labor market.

Over the past 11 years, the Texas Success Center has witnessed a remarkable growth trajectory, expanding the breadth and depth of services to all TACC member colleges, documenting the rapid statewide scaling of essential practices, and achieving significant enhancements in student outcomes. This growth is evidenced by more than a tripling of its annual budget and securing 59 grant awards from 30 philanthropic funding partners. As a distinguished member of the national Student Success Center Network, Texas is at a historic and pivotal moment, poised to significantly amplify the impact of its community colleges as a national exemplar of institutional reform, funding, and student success.

Position Summary

Through the Texas Success Center and collaborative initiatives, TACC drives innovation in higher education to ensure that all Texans have access to high-quality, affordable education. We are seeking a detail-oriented and mission-driven **Grants Manager** to support critical grant-funded programs that advance this work.

In this role, the successful candidate will support the Texas Success Center's efforts to secure and manage funding across all its programs and initiatives. This position oversees the entire lifecycle of grants, from identifying funding opportunities and managing proposal development to ensuring compliance with reporting requirements and funder agreements. The Grants Manager works closely with program teams and leadership to align grant activities with organizational priorities while fostering relationships with funders to maximize impact.

Reporting Relationship

- **Reports to:** Vice President, Texas Association of Community Colleges, and Executive Director, Texas Success Center.
- **Supervises:** None initially (subject to change based on organizational needs).

Key Responsibilities

1. Grant Development and Proposal Management:

- Research and identify funding opportunities at the national, regional, and local levels that align with TACC and Texas Success Center initiatives.
- Develop and submit high-quality grant proposals, including narratives, budgets, and required documentation, in collaboration with program and leadership teams.
- Tailor proposals to reflect funder priorities and organizational goals, ensuring compliance with deadlines and requirements.
- Create detailed project plans for grant submissions, outlining timelines, deliverables, and team roles.

2. Post-Award Management and Compliance:

- Oversee post-award processes, ensuring subawards, contracts, and deliverables comply with funder requirements and organizational policies.
- Monitor grant budgets and expenditures, reviewing for compliance with approved allocations and funder guidelines.
- Track grant-related deliverables and reporting schedules, ensuring all requirements are met on time.
- Collaborate with program teams to align spending with programmatic goals and address any compliance challenges.

3. Financial Oversight and Reporting:

- Review and approve grant-related expenditures, ensuring compliance with funder agreements and proper classification.
- Collaborate with the finance team to prepare financial components of grant reports and audits.
- Assist in tracking and reconciling grant-specific financial transactions, ensuring accurate documentation for reporting purposes.

- Prepare and submit funder reports, combining financial and narrative updates to highlight program impact.

4. Funder Relationship Management:

- Build and maintain relationships with current and prospective funders, serving as a key point of contact.
- Develop funder engagement strategies, including stewardship activities such as thank-you communications, progress updates, and impact reports.
- Plan and coordinate funder-specific events, such as site visits, webinars, and roundtable discussions, to showcase TACC and Texas Success Center initiatives.
- Support the creation of presentations, success stories, and other materials to strengthen funder relationships.

5. Organizational Collaboration and Strategy:

- Partner with TACC and Texas Success Center leadership to align grant opportunities with organizational priorities and strategic goals.
- Provide insights on funding trends and opportunities to guide program development and strategic planning.
- Develop and maintain a centralized grant tracking system, ensuring accurate documentation and efficient management across all programs.
- Lead cross-functional teams in implementing grant-related initiatives and projects.

Core Competencies

- **Grant Management Expertise:** Deep understanding of the full grant lifecycle, including pre-award, award, and post-award processes.
- **Strategic Thinking:** Ability to align funding opportunities with organizational goals and anticipate future needs.
- **Financial Acumen:** Proficiency in monitoring grant budgets and ensuring compliance with funder requirements.
- **Relationship Building:** Strong interpersonal skills for engaging with funders and maintaining positive partnerships.
- **Attention to Detail:** High level of accuracy in preparing proposals, budgets and reports.
- **Project Management:** Proven ability to manage multiple projects and deadlines effectively.

- **Collaboration:** Ability to work effectively across departments and with external stakeholders.

Qualifications

- **Education:** Bachelor's degree in Nonprofit Management, Public Administration, Communications, or a related field.
- **Experience:** Minimum of 3-5 years of experience in grant writing, management, and compliance.
- **Technical Skills:**
 - Proficiency with grant management tools,
 - CRM systems, and
 - Microsoft Office Suite.
- **Communication Skills:** Strong written and verbal communication skills, with the ability to prepare compelling proposals and reports.
- **Grants Management Knowledge:**
 - Demonstrated success in securing funding from diverse sources, including government agencies, foundations, and corporations.
 - Familiarity with nonprofit or grant accounting principles, including budget tracking and funder compliance.

Work Environment & Location

- **Work Arrangement:** TACC employs a remote-friendly work model where employees work on-site three days per week and may work remotely for two days per week.
- **Location:** Based in Austin, Texas.

Why Work for TACC?

- **Mission-Driven:** Contribute to the success of Texas community college students and the communities they serve.
- **Professional Growth:** Opportunities to develop and refine grant accounting skills and grow within the organization.
- **Collaborative Culture:** Work alongside a dedicated team passionate about advancing higher education in Texas.

How To Apply

The application deadline for full consideration is **February 7, 2025**. The search will continue until an appointment is made. Salary is commensurate with experience.

Applicants are requested to submit a resume and cover letter in PDF format. Your cover letter should outline your relevant experience with grant management and your interest in supporting TACC's mission.

All questions regarding the application process and all application materials should be submitted to Dr. Kimberly M. Lowry, Vice President of TACC and Executive Director of the TSC, at klowry@tacc.org.

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