ALLIES in hope	**Revised: 08/25/2026**	**Title: Manager, Grants Administration** **Full- Time Salaried, Exempt** **Department: Advancement** **Reports to: Sr. Director of Advancement** **Supervises: None; manages the grants administration function.**

About Allies in Hope:

Allies in Hope is a Houston-based HIV prevention and health services organization dedicated to improving the health and well-being of individuals and communities across the Greater Houston area. Through comprehensive prevention programs, testing and linkage to care, supportive services, and strong community partnerships, the organization works to reduce new HIV transmissions, support those living with HIV, and expand access to essential health resources.

Guided by a commitment to equity and compassion, Allies in Hope addresses the broader social and structural factors that influence health outcomes, recognizing that effective prevention and care require more than clinical services alone. By combining evidence-based strategies with community-driven solutions, the organization remains focused on building a healthier, more informed, and more resilient Houston.

Position Overview:

With the leadership, guidance, and strategic direction of the Senior Director of Advancement, and in close collaboration with members of the Advancement and Programs teams, Allies in Hope seeks a strategic, detail-oriented, and goal-driven professional to serve as Manager, Grant Administration. This role is responsible for managing and growing a portfolio of institutional funders, including foundations, corporations, government agencies, and other grant making entities, while leading the organization's grants administration processes from prospecting and proposal development through reporting and stewardship.

The Manager, Grant Administration serves as the primary internal project manager for institutional giving, coordinating closely with Programs, Finance, Marketing, and executive leadership to develop compelling proposals, accurate budgets, timely reports, and compliant grant records. Success in this role is demonstrated through institutional revenue growth, strong funder retention, on-time grant application and report submissions, high-quality proposal development, and disciplined grants administration that supports long-term organizational sustainability.

This role is cross-functional, providing strategic, operational, and relationship-management support to strengthen institutional giving and advance the goals of the Advancement department:

Summary of Primary Responsibilities:

Institutional Giving Strategy, Portfolio Management & Funder Relations

- Works with the Senior Director of Advancement to develop and implement an annual institutional giving plan, including renewal, upgrade, and new business strategies aligned with organizational priorities and Advancement goals.
- Conducts prospect research to identify new institutional funding opportunities aligned with Allies in Hope's mission, programs, and strategic priorities, and maintains an active pipeline of qualified prospects.
- Builds and maintains professional, responsive relationships with program officers, corporate contacts, and institutional representatives through regular communication, briefing preparation, follow-up, and site visit coordination.
- Prepares briefing materials, talking points, and follow-up documentation for leadership and program staff participating in funder meetings, calls, and presentations.
- Collaborates closely with Programs, Finance, and Leadership to ensure institutional funding opportunities are strategically aligned, realistic, and mission-centered.

Grants Lifecycle Management & Proposal Development

- Leads the full grants lifecycle for assigned institutional funders, including concept development, proposal writing, budget coordination, submission, reporting, and stewardship.
- Drafts, edits, and finalizes letters of intent, grant proposals, corporate requests, sponsorship packages, and related institutional giving materials tailored to each funder's priorities and requirements.
- Works with program and finance staff to develop clear, accurate, and funder-aligned budgets and budget narratives, ensuring consistency with organizational financials and approved program structures.

- Ensures that all grant narratives and reports accurately reflect program models, measurable outcomes, client impact, and organizational priorities.
- Coordinates internal review and approval processes for proposals and reports, including deadline management, collection of required attachments, and compliance with submission requirements.
- Maintains standardized language, current organizational statistics, and case-for-support content for use across institutional proposals and supporting materials.

Grants Administration, Compliance & Reporting

- Serves as the primary administrator for grants and institutional awards, ensuring on-time submission of all required reports, renewals, payment documentation, and compliance materials.
- Maintains a comprehensive grants calendar tracking proposal deadlines, reporting dates, payment schedules, grant periods, and key stewardship touchpoints.
- Works closely with Finance to support award setup, restricted revenue tracking, documentation of grant terms, and reconciliation of reporting requirements.
- Monitors grant agreements and outcomes commitments, ensuring internal stakeholders understand deliverables, data requirements, restrictions, and timelines.
- Supports internal grants compliance by tracking restricted funding requirements, coordinating documentation, and helping prepare materials related to audits, monitoring, or funder inquiries.
- Maintains organized, accessible digital records of proposals, agreements, reports, correspondence, and supporting documentation in accordance with organizational policies.
- Administers government awards and pass-through sub-awards — including federal, state, county, and municipal funding — in accordance with applicable requirements, including 2 CFR 200 (Uniform Guidance), ensuring that costs are allowable, allocable, adequately documented, and incurred within the approved period of performance.
- Prepares and submits applications, amendments, and required reports through funder portals and grant management systems, including Grants.gov, federal agency reporting systems, and state, county, and local health department platforms as applicable.
- Supports single audit, funder monitoring, and site-visit activities by assembling requested documentation, tracking corrective action items, and coordinating responses with Finance, Programs, and leadership.
- Handles client-level and program data used in proposals and reports in accordance with HIPAA, agency confidentiality policies, and funder data-use requirements, ensuring that protected health information is not disclosed without appropriate authorization.

Data Management, Tracking & Internal Coordination

- Maintains accurate and current institutional funder records in the donor management and advancement systems, including contacts, proposals, awards, payment schedules, reporting obligations, and stewardship activity.
- Supports the development of dashboards and reports tracking institutional giving activity, including pipeline status, submissions, awards, declines, pending requests, and year-over-year results.
- Coordinates internal information flow related to institutional funding, including sharing award decisions, key funder feedback, deadlines, and compliance expectations with relevant staff.
- Contributes to board and leadership reporting through the preparation of institutional giving summaries, prospect lists, and progress updates.

Cross-Functional Collaboration & Advancement Support

- Partners with Marketing and Communications to ensure institutional funder recognition, acknowledgments, and visibility requirements are accurate, timely, and consistent with grant agreements.
- Coordinates with Programs and Events when institutional funders sponsor or attend special events, site visits, or public activities, ensuring appropriate stewardship and follow-up.
- Supports Advancement-wide initiatives as needed, including campaigns, events, donor stewardship activities, and special projects that intersect with institutional giving.

Key Performance Indicators

Performance for this role will be measured through clear quarterly and annual targets established with the Senior Director of Advancement and informed by the approved Advancement revenue plan and organizational operating budget. Indicators include:

- Total institutional revenue secured against the annual goal, including renewals, upgrades, and new awards.
- Volume and quality of submissions: letters of intent, proposals, renewals, and sponsorship requests submitted against plan.
- Proposal-to-award conversion rate and average award size.

- Institutional funder retention and renewal rate.
- On-time submission rate for grant applications and required funder reports.
- Accuracy, completeness, and currency of institutional records in the donor management system.
- Compliance performance, including timely award setup, clean documentation, and no material findings in audits or funder monitoring.

Required Qualifications:

- Bachelor's degree in nonprofit management, public administration, business, communications, public health, or a related field, or an equivalent combination of education and relevant professional experience.
- Minimum of three years of experience in institutional fundraising, grant writing, foundation relations, or a closely related area within a nonprofit, healthcare, or public health setting.
- Demonstrated track record of successful grant funding, including writing, securing, and managing grants from foundations, corporations, and/or government agencies.
- Strong writing, editing, and storytelling skills, with the ability to translate complex program models and data into clear, compelling narratives tailored to funder interests.
- High level of organizational, analytical, and project management skill, with demonstrated ability to manage multiple deadlines, priorities, and stakeholders in a fast-paced environment.
- Experience working with budgets, financial information, and outcomes data, and the ability to collaborate effectively with finance and program staff to produce accurate proposals and reports.
- Proficiency in Microsoft Office and donor management or CRM systems, including GiveButter, Raiser's Edge, Bloomerang or comparable platforms, with a strong commitment to data accuracy and documentation.
- Demonstrated professionalism, discretion, and judgment, including comfort interacting with funders, partners, and community stakeholders on behalf of the organization.
- Strong commitment to nonprofit mission and values, and alignment with Allies in Hope's focus on equity, dignity, and community-centered impact in HIV prevention and health services.

Preferred Qualifications:

- Experience administering federal or state government awards, including familiarity with 2 CFR 200 (Uniform Guidance), single audit requirements, and sub-recipient monitoring.
- Experience in HIV prevention and care, sexual health, behavioral health, or another public health service setting, including familiarity with Ryan White, HRSA, CDC, or state and county health department funding streams.
- Grant Professional Certified (GPC), Certified Fund Raising Executive (CFRE), or a comparable credential.
- Experience preparing materials for boards, funder site visits, or multi-year and capital campaign initiatives.
- Working proficiency in Spanish or another language commonly spoken among the communities Allies in Hope serves.

Core Competencies

- Institutional fundraising strategist with the ability to align funder interests with organizational priorities and articulate a clear case for support.
- Highly skilled writer and communicator, capable of producing concise, persuasive, and tailored proposals and reports for diverse institutional audiences.
- Detail-oriented and process-driven grants administrator, with strong follow-through, documentation, and deadline management.
- Collaborative team contributor who builds trust and works effectively across Advancement, Programs, Finance, and Marketing to support shared revenue goals.
- Data-informed and outcomes-oriented, using impact, output, and community-need information to strengthen proposals and stewardship.
- Adaptable and solutions-focused, with the ability to pivot across projects, respond to changing funder requirements, and manage complexity with composure.

Work Environment, Physical Demands & Travel

This is an onsite position based in the agency's Houston, Texas office; it is not a remote or hybrid role. The position operates in a professional office environment, with periodic work at agency clinic and program sites, funder offices, and community locations. The following are representative of the physical demands and work environment associated with the essential functions of this role.

- Regularly required to communicate clearly in writing and verbally, operate a computer and standard office equipment, and remain at a workstation for extended periods.
- Occasionally required to move about the office and program sites and to lift or move materials weighing up to 20 pounds in connection with meetings, site visits, and events.
- Occasional evening and weekend work is required in connection with funder meetings, site visits, submission deadlines, and agency events.
- Local travel within the Greater Houston area is required. Occasional overnight travel for funder meetings, training, or conferences may be required. A valid driver's license, reliable transportation, and current auto insurance are required.
- Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position.

Conditions of Employment

- Employment is contingent upon successful completion of a background check and verification of employment eligibility in the United States.
- Must complete and maintain all agency-required trainings, including HIPAA, confidentiality, and any funder-mandated compliance training.
- Must be able to work effectively and respectfully with individuals of all races, ethnicities, national origins, ages, gender identities, sexual orientations, HIV statuses, and socioeconomic backgrounds.

Benefits

Compensation is commensurate with experience. Allies in Hope offers a comprehensive benefits package including [medical, dental, and vision coverage; paid time off and holidays; and retirement plan participation]. [HR to confirm final benefits language prior to posting.]

Equal Employment Opportunity

Allies in Hope is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, pregnancy, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, veteran status, HIV status, or any other characteristic protected by applicable federal, state, or local law.

Allies in Hope is committed to providing reasonable accommodations to applicants and employees with disabilities. Applicants who require an accommodation to participate in the application or interview process should contact Human Resources. [HR to confirm contact method.]

People living with HIV, people of color, LGBTQ+ individuals, and members of the communities Allies in Hope serves are encouraged to apply. [HR to confirm this language is consistent with agency posting standards.]

Disclaimer & Acknowledgment

This job description is intended to describe the general nature and level of work being performed and is not an exhaustive list of all duties, responsibilities, qualifications, or working conditions associated with the position. Duties and responsibilities may change at any time with or without notice, and the employee may be required to perform other duties as assigned. This job description does not constitute an employment contract; employment with Allies in Hope is at-will.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____