



## Development / Grants Specialist Job Description Department: DEVELOPMENT

Williamson County Children's Advocacy Center's (WCCAC) mission is to provide hope, healing, and justice for children and families impacted by abuse, violence, and exploitation in our community. We envision a community where children grow up safe and free from abuse. From the environment we create to our expertly trained staff, we strive to reduce the emotional trauma for children and their non-offending family members.

The culture of the Williamson County Children's Advocacy Center is built on our shared core values – Compassion, Integrity, Community, and Vision. Compassion and Integrity mean that we work together and make decisions for the greater good – with open, honest, and respectful communication, taking responsibility for what we do and say. Community means that we provide a safe, welcoming, supportive environment that encourages balance, wellness, and team spirit; we create connections through acts of service both inside and outside the organization. Vision means that we learn from our failures, following our relentless curiosity and striving to improve, learn, and grow by asking questions, seeking knowledge, and stretching beyond our comfort zone.

We hire, fire, review, reward, and recognize our teammates based on these characteristics, so it's important that you share these values in order to be part of our team.

### **Position Overview:**

The Williamson County Children's Advocacy Center (WCCAC) is a nonprofit that provides free services to child victims of abuse and their non-offending caregivers and other family members. Our fund development department ensures that the young people we serve have all the resources they need to heal and become successful. This position is an integral part of our fund development team.

WCCAC is seeking a Development / Grant Specialist to research, compose, track, and report on all grant submissions. The Grant Specialist will engage in a collaborative writing process with the Chief Advancement Officer and program leaders by creating a portfolio of funding proposals, letters of interest (LOIs), reports, and other funding materials.

**Reports To:** Chief Advancement Officer

**Commitment Type:** Full time

**Base of Operation:** Georgetown, Texas

**Salary:** Based on Qualifications and Experience, Non-Exempt

**Benefits:** IRA 3% matching; 529 Education Savings Plan, Health, Dental, Vision, Life and AD&D Insurance; Medical Bridge and Insurance Cafeteria Plan; Employee Assistance Program (EAP); PTO; Military Leave

### **Responsibilities:**

#### **Grant Management (50%)**

- Research and evaluate grant opportunities aligned with the organization's mission, programs, and goals, and make recommendations for pursuit of grant funding.
- Monitor foundation/grant websites regularly for any upcoming date releases, funding category changes, guidelines, etc.
- Write and submit high-quality grant proposals, letters of inquiry, concept papers and funding applications with strict adherence to deadlines.

- Collaborate with team members to gather pertinent program information and goals for outcomes and outputs for submissions, and disseminate details for awarded grants, including measurement plans and media material requirements.
- Maintain an organized grant calendar/spreadsheet to track application deadlines, reporting schedules, renewal opportunities, and all other pertinent information.
- Assist with grant budget tracking and reporting.

#### **Data Collection & Analysis (10%):**

- Gather and organize data to demonstrate the need for services and how they align with current social and political environments.
- Collaborate with Data Entry Staff to create and maintain data dashboards to visualize key performance indicators, community impact, and evidence of need.
- Analyze data to provide insights and recommendations for improving program outcomes and funding strategies.
- Collaborate with staff and stakeholders to ensure data is accurate, up-to-date, and meaningful for decision-making.

#### **Technical Assistance & Database Management (10%):**

- Utilize CRM software (e.g., NEON, GrantSeeker, etc.) to:
- Monitor and maintain donation records with consistency and accuracy.
- Track and ensure payouts are sent to the Finance team for processing.
- Generate reminders and tasks related to grant generation, compliance, performance measures, and reporting.
- Maintain an organized database to support fundraising and grant management activities, including grant submissions, budgets, reports, deliverables, financial and all other relevant documents and communication.
- Provide technical assistance to staff with database functionality and reporting processes.

#### **Development Support (10%):**

- Assist in planning and implementing fundraising campaigns and events.
- Collaborate with the communications team to align messaging for funding proposals and marketing materials.

#### **Collaboration & Relationship Building (20%):**

- Build and maintain relationships with current and potential funders.
- Attend networking events, workshops, and meetings to represent the organization and expand funding opportunities.

#### **Qualifications:**

- Bachelor's degree
- 3-5 years of experience in fund development and grant/professional writing
- Project experience
- Proven record of success as a self-motivated professional
- Skillful interpersonal and communication abilities are essential, both written and verbal, for diverse audiences, including writing, editing, and proofreading skills
- Top-notch work ethic, with confidence, initiative, and enthusiasm
- Unwavering dedication to youth development
- Creative approach to problem-solving and industry trends

- Strategic, big picture perspective and attention to detail
- Demonstrated high-level organizational skills.
- Enthusiastic ability to appreciate and collaborate with diverse team members & constituents.
- Outstanding time management skills
- Respect for all staff, children, families, and our community
- Adaptability to rapidly changing situations
- Ability to pass annual criminal and CPS background checks, as well as clear the National Sex Offender Public Website and SafeSport registries.

**Great to have:**

- Knowledge of CRMs
- Experience with proposal budgets and financial reports
- Marketing, communications, and business development experience
- Prior experience with social services
- Experience with Microsoft Office

**Physical Requirements:**

- Must be mobile and able to bend, stoop, reach, and moderately lift (up to 30 pounds)
- Must be able to sit/ stand at a workstation and/or a computer screen for up to 2 hours at a time.

***Reasonable Accommodations Statement:*** *To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each function satisfactorily. Reasonable accommodation may be made to help enable qualified individuals with disabilities to perform the functions required.*

To APPLY, please email a cover letter, three references, resume, and portfolio or writing samples of past grant proposals and executive summaries to [wccacinfo@wilcocactx.org](mailto:wccacinfo@wilcocactx.org) with the subject line "Development and Grants Specialist – Applicant."