



EMPOWERING CENTRAL TEXANS TO
BUILD STRONGER COMMUNITIES THROUGH
PLANTING AND CARING FOR TREES.

Job Announcement: Grants Specialist

TreeFolks is an Austin-based nonprofit organization. Our mission is to empower Central Texans to build stronger communities through planting and caring for trees. TreeFolks is seeking a **Grants Specialist**. This position assists with grant writing efforts and supports the Grants Manager by coordinating with program, administrative, and communications staff to ensure grant compliance.

The person we add to our active and inclusive team is organized, hardworking, enjoys writing and editing, and is committed to TreeFolks Core Values. The ideal candidate has professional experience and proven success supporting nonprofit grant prospecting and writing, is organized and able to prioritize and manage multiple tasks with minimal supervision, and enjoys working in a dynamic, high-energy team environment. Please see below for a full description of duties and qualifications.

Responsibilities will include, but are not limited to:

- Assist in the process of grant submission, including prospecting, writing narratives, submitting assigned proposals in a timely manner, and tracking submissions and responses.
- Maintain proficient knowledge of the organization's history, programs, and annual goals to represent accurately in proposals and verbal communications.
- Assist in maintaining an up-to-date database and records of all current and historical grant proposals, including contact information, submission dates, budget amount, purpose of funding, related correspondence, proposal status, reporting timelines, and other important dates.
- Provide information via meetings or other forms of communication to staff, partners, and other stakeholders regarding grants, such as scheduling and attending grant kick-off meetings, and occasionally attending grant meetings facilitated by other organizations.
- Assist with grant reporting, as needed. Submit grant reports and other grant compliance documentation as assigned.
- Seek out and participate in professional development opportunities to build grant writing and grants management skills.
- Assist the Deputy Director and Grants Manager with drafting municipal contract proposals, as needed.

Qualifications:

- Professional experience and proven success supporting nonprofit grant prospecting and writing efforts, including foundation and state/federal government grants.
- Self-motivated with the ability to prioritize and manage multiple tasks with minimal supervision.
- Outstanding record-keeping, time management, and written and oral communications skills.
- Experience with digital tools such as Google Drive, AirTable, and CRM applications.
- Bachelor's degree or professional experience relevant to the position.



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- A background working in a dynamic, high-energy team environment.
- Demonstrated interest in the mission, vision, and values of TreeFolks.

Success in this position includes:

- Completing tasks that enable the organization to meet or exceed annual grant goals.
- Working with the Grants Manager to ensure compliance with all grant requirements, including proper acknowledgments, financial tracking, timely and accurate reporting, and other expectations.
- Identify and pursue new grant funding opportunities, such as federal grants and national foundations.

This is a **full-time, permanent position** with a mix of in-office work, remote work, and working on-site at events. TreeFolks offers a competitive salary, plus health benefits, generous PTO, a flexible schedule, and a casual work environment. TreeFolks also provides opportunities for training, professional development, and advancement within the organization. The starting **salary ranges from \$45,000 to \$48,700** based on experience, qualifications, and additional attributes, such as bilingual or firsthand knowledge of communities in which TreeFolks works.

Equity Statement

TreeFolks is an equal-opportunity employer committed to building a diverse and inclusive workplace. We welcome and encourage candidates of all backgrounds, including but not limited to, people of color, LGBTQ+ individuals, women, veterans, neurodivergent people, and those with disabilities. TreeFolks will not discriminate against any candidate on the basis of race, sex, gender identity and/or expression, sexual orientation, class, religion, national or ethnic origin, disability, age, and/or genetic information.

TreeFolks considers the job qualifications as a guide and not an absolute list. We encourage all candidates who feel they meet the spirit of the job description, are passionate about our mission and core values, and can do the work to apply.

Application Process

To apply, please visit our [application portal](#) and upload a letter of interest, resume, and three references with contact information.

Application deadline: October 22, 2024

Anticipated start date: Mid-Late November