*Updated November 2026*

# Grant Compliance & Development Manager

**Radiance Women's Center**

**Employment Type:** Full-time
**Annual Compensation:** $50,000–55,000 DOE (80% grant-funded position)

## Position Summary

The Grant Compliance & Development Manager oversees administration and compliance for Radiance Women's Center's Texas Health and Human Services Commission (HHSC) Thriving Texas Families (TTF) grant while coordinating community outreach, TTF marketing, and donor relations.

This position ensures grant requirements are met, manages reporting and reimbursement requests, supports organizational compliance, and develops outreach initiatives that increase awareness of Radiance's services and strengthen community partnerships. The manager also cultivates donor relationships, coordinates donor communications, and supports fundraising and development efforts.

The ideal candidate is an organized, resourceful, relationship-oriented professional who can manage complex administrative responsibilities while communicating effectively with staff, leadership, donors, community partners, and state agencies.

## Essential Duties and Responsibilities

### 1. Grant Administration & Compliance - 40%

- Serve as the organization's primary resource and liaison for all HHSC TTF grant matters.
- Interpret grant requirements and coordinate necessary updates to organizational policies, procedures, forms, and workflows.
- Attend required HHSC meetings, trainings, webinars, and technical assistance sessions.
- Prepare and submit monthly grant reports, reimbursement requests, and supporting documentation, in collaboration with leadership and the bookkeeping, to HHSC.
- Coordinate preparation of the annual TTF grant budget with the Executive Director, Board leadership, and bookkeeping team.
- Prepare for HHSC monitoring visits, financial reviews, and compliance assessments.
- Recommend improvements to grant-related processes, documentation, and operational workflows.

- Maintain current written procedures that support consistency, efficiency, and compliance.
- Keep leadership informed of grant requirements, reporting results, compliance risks, and relevant operational concerns.
- Maintain organized grant records in accordance with HHSC requirements.
- Identify potential compliance concerns and recommend corrective actions to leadership.

## 2. Client Data, Reporting & Systems Administration - 10%

- Oversee accurate collection, documentation, and reporting of required TTF client information.
- Review client records for completeness and accuracy, providing feedback and training to staff as needed.
- Validate and submit required monthly client data reports to HHSC.
- Serve as the agency administrator for the Dwell Well case management system.
- Coordinate with the Dwell Well developer to resolve technical issues and implement improvements.
- Develop and maintain grant-related procedures, training materials, and reference guides.
- Train staff and volunteers on grant documentation, reporting requirements, and compliance procedures.

## 3. Community Outreach & Marketing - 10%

- Develop and coordinate outreach initiatives to increase community awareness of Radiance's services and support TTF client enrollment goals.
- Build and maintain relationships with community organizations, healthcare providers, social service agencies, churches, and other referral partners.
- Coordinate participation in community events, resource fairs, and outreach opportunities.
- Develop and distribute marketing and outreach materials, including brochures, flyers, digital content, and community communications.
- Manage grant-related website content and coordinate social media messaging that promotes Radiance's programs and services.
- Ensure outreach and marketing materials comply with HHSC requirements and organizational messaging standards.
- Track outreach activities, referral partnerships, and marketing effectiveness, providing regular updates to leadership.
- Identify opportunities to expand Radiance's reach among underserved populations and improve access to services.

## 4. Donor Relations & Development - 20%

- Build and maintain positive relationships with existing and prospective donors.
- Manage donor communications, acknowledgments, and stewardship activities.
- Maintain accurate donor records and track giving history, communications, and engagement.

- Develop donor newsletters, impact updates, thank-you letters, and other communications that demonstrate the organization's mission and accomplishments.
- Coordinate donor appreciation activities and opportunities for engagement.
- Support fundraising campaigns, special events, and other development initiatives in collaboration with the Executive Director and Board.
- Identify prospective donors, community sponsors, and partnership opportunities.
- Assist leadership with fundraising communications, proposals, and development materials.
- Ensure donor communications and impact stories appropriately protect client confidentiality.

# Qualifications

**Required**

- Strong organizational skills and exceptional attention to detail.
- Excellent written and verbal communication skills.
- Ability to manage multiple projects, deadlines, and competing priorities independently.
- Experience with administrative processes, recordkeeping, reporting, or regulatory compliance.
- Strong interpersonal skills and ability to build professional relationships.
- Proficiency with Microsoft Office, Google Workspace, and web-based software.
- Ability to interpret detailed requirements and translate them into practical procedures.
- Commitment to Radiance Women’s Center's mission and values.

**Preferred**

- Experience with grant administration, nonprofit operations, or government-funded programs.
- Experience in nonprofit development, donor relations, fundraising, marketing, or community outreach.
- Familiarity with HHSC programs or the Thriving Texas Families grant.
- Experience with donor management systems, client databases, website administration, or digital marketing.
- Experience developing training materials, procedures, or organizational communications.

# Work Environment & Expectations

- Full-time position with a flexible schedule and an expectation of working onsite approximately 3–4 days per week.
- Must be comfortable working in a collaborative environment with shared office space.
- Must be self-directed, resourceful, adaptable, and comfortable managing changing priorities.

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- Must demonstrate professionalism, discretion, and sound judgment when handling confidential client, donor, and organizational information.
- Must be comfortable signing and upholding the organization's Statement of Faith and Sanctity of Human Life agreement.

## Perks

- Loving and supportive team environment
- Flexible schedule
- Free snacks, coffee, and water
- Meaningful work that directly impacts women and families in our community

## How to Apply

Please email your resume and cover letter to **info@radiancewomenscentertx.org** with **Grant Compliance & Development Manager** in the subject line.