



## Now Seeking Applications For **Grants and Proposals Manager**

### **Brief**

The Texas Public Policy Foundation has experienced tremendous growth over the last five years, including in our fundraising efforts. While we have met a 27% average annual budget increase over the last five years, we are eager to take advantage of additional opportunities. Our team of three will be supplemented by a proposal writer who is committed to helping the Foundation meet its budget requirements, promoting freedom, and continuing the Texas Public Policy Foundation's reputation as one of the premier state-based think tanks in the country. The development team currently consists of a VP Outreach, whom this position will directly report to, a Director of Development who oversees fundraising events and mailings, and a Donor Relations Manager who records and acknowledges contributions. The Foundation's budget is earned through individual, business, and foundation contributions that are either restricted to certain programs and sponsorships or unrestricted for general operating.

The Grants and Proposals Manager will be responsible for writing and submitting foundation and corporate proposals, gathering information to create and support the proposals, tracking the activity of those proposals, identifying prospects, and assisting in overall strategy. Salary is commensurate with experience.

### **Responsibilities**

- Assist in development of grant and proposal calendar
- Write and submit all proposals
- Meet all submission and reporting deadlines
- Work with TPPF staff to gather all information and supporting materials
- Track all proposal activity
- Research and identify new grant, proposal, and funding opportunities
- Additional writing as needed
- Infrequent travel might be required

### **Qualifications**

- Bachelor's Degree
- Excellent writing, editing, and research skills
- Proven organizational skills, attention to detail, and follow-through
- Basic understanding of Microsoft Office programs and internet research
- Ability to work with budgets and spreadsheets
- Commitment to Foundation's mission
- Ability to work on a small team and take direction as needed
- Fundraising experience is a plus
- Interest in professional growth

**Please send cover letter, resume, salary requirement, references and writing samples to:**

Greg Sindelar

Texas Public Policy Foundation

[administration@texaspolicy.com](mailto:administration@texaspolicy.com)

*The Texas Public Policy Foundation is a non-profit, non-partisan research institute offering competitive salaries and benefits to qualified candidates.*

## About the Texas Public Policy Foundation

The Texas Public Policy Foundation is a 501(c)3 non-profit, non-partisan research institute guided by the core principles of individual liberty, personal responsibility, private property rights, free markets, and limited government.

The Foundation's mission is to improve Texas by generating academically sound research and data on state issues, and by recommending the findings to opinion leaders, policymakers, the media, and general public.

Funded by hundreds of individuals, foundations, and corporations, the Foundation does not accept government funds or contributions to influence the outcomes of its research. The president of the Foundation is Brooke Rollins.

A few quotes about the Foundation:

"I commend the Texas Public Policy Foundation for its excellent work in support of personal liberty and free markets." – **Milton Friedman**

"TPPF has been very, very important to Texas, in providing... conservatives with the intellectual capital to make change." – **Railroad Commissioner Michael Williams**

"The Texas Public Policy Foundation has brought together specific proposals by some of the nation's best authorities on the most important issues facing our states..." – **Ronald Reagan**

"TPPF offers real solutions for real Texans." – **Governor Rick Perry**

"More than a think tank for Texas, the Texas Public Policy Foundation is setting the standard by which other research organizations in the nation will be judged." – **John Fund, Wall Street Journal editorial writer**

The Foundation's Board of Directors consists of:

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For more information about the Foundation, please visit [www.texaspolicy.com](http://www.texaspolicy.com).