



**GRANTS PROJECT MANAGER  
ST. DAVID'S FOUNDATION  
AUSTIN, TEXAS**

**St. David's Foundation in Austin, Texas** seeks someone passionate about grant making project management and process improvement to join its team as the **Grants Project Manager**. The Grants Project Manager provides programmatic, research, and project management support for the Community Investments (grantmaking) Team. Working closely with the Senior Program Officers across multiple focus areas, the Grants Project Manager coordinates various processes, as well as meetings and initiatives, including reviews of proposals and reports; conducts initial field scans and synthesizes information related to topics within the Foundation's strategic priorities; and periodically meets with prospective grantees to build relationships and explore alignment with the Foundation's priorities.

St. David's Foundation is one of the largest grantmaking foundations in Texas, and it is poised to become one of the top health funders in the U.S. over the next few years. The Foundation invests in programs and initiatives that address the unmet healthcare needs of the Central Texas community, and has been experiencing a period of exciting growth.

**REQUIRED QUALIFICATIONS**

1. Bachelor's degree; or equivalent experience.
2. Minimum of five years of program management support and/or project management experience.
3. Minimum of three years of experience in an external-facing role, such as community outreach or client service.
4. Demonstrated effective public speaking, interpersonal and written communication skills.
5. Experience with report synthesis and preparation.
6. Computer proficiency in Microsoft Office applications, including Word, Excel, Outlook, and PowerPoint.
7. Willingness and ability to travel, on occasion, to multiple locations within Central Texas.

**PREFERRED QUALIFICATIONS**

1. Advanced degree in Public Health, Social Work, Public Administration/Affairs, Healthcare Administration, Nursing, Business, or related field.
2. Project Management Professional (PMP) Certification.
3. Minimum of seven years of program management support and/or project management experience.
4. Minimum of five years of experience in a nonprofit environment.
5. Bilingual in English and Spanish.

To apply, please visit our jobs application portal at <https://stdavidsfoundation.isolvedhire.com/jobs/>