



Grants and Proposals Manager

Position: Full-time, Salaried

Location: Hybrid role in Jacksonville, FL

Department: Philanthropy

Why You Will Love This Role

Are you energized by turning a strong case for support into the funding that makes it real? As a member of CAP's Philanthropy Team, you'll have the opportunity to secure the institutional investment that fuels free, high-quality arts education for thousands of Northeast Florida students. Through your research, relationships and writing, you'll connect foundations, corporations and government funders to the transformative work happening in CAP's classrooms every day.

In this pivotal role, you'll manage a portfolio of institutional funders representing approximately \$1.5 million in annual revenue from first opportunity through final report, building the systems and evidence base that strengthen CAP's ability to secure funding and steward every dollar with integrity. This is not just a grants-administration position, it's an opportunity to champion CAP's growth, translate impact into compelling proposals and **color outside the lines** in how CAP tells its story to the institutions that support it.

The position has an anticipated start date as early as October 19, 2026, and no later than November 16, 2026.

Your Impact

- **Fuel the Mission:** Actively research and evaluate capacity-building, program and earned-revenue funding opportunities that advance CAP's ambitious goals, assessing alignment, return on investment and organizational capacity while building the systems and timelines that keep every submission on track. Embrace CAP's core value to **sing out loud** by giving CAP's mission a confident, well-researched voice in front of the funders who can help it grow.
- **Build Lasting Partnerships:** Cultivate and grow relationships with foundation, government and institutional funders, and partner with the Philanthropy Team to turn board and community introductions into qualified funder relationships. Embody CAP's core value to **color outside the lines** by finding creative, high-impact paths to funding beyond the obvious ones.
- **Tell CAP's Story:** Write high-quality, well-positioned proposals to foundations, corporations and government agencies, and manage the full solicitation process from submission through award, always championing CAP's core value to **inspire every creative spirit** by crafting the narrative that makes CAP's impact impossible to overlook.
- **Steward What Matters:** Ensure every grant is tracked, reported and honored with accuracy and care, monitoring grant commitments, budgets and compliance requirements and partnering with Program Directors to turn outcomes into stories that

go beyond the funder relationship, **maintaining your creative spark** while showing funders exactly how their investment changes a child's life.

What You Will Bring

- **Grant Writing Excellence:** Proven ability to research, write and position funding proposals that connect CAP's programs to funder priorities and win institutional support.
 - **Relationship Management:** Strong track record cultivating and stewarding relationships with foundation, corporate and government funders and other institutional donor contacts.
 - **Project & Deadline Management:** Skilled at juggling multiple funder timelines at once, from opportunity intake through application, award, reporting and closeout, without missing a deadline.
 - **Budget Fluency:** Comfortable partnering with Program, Strategy & Operations and Finance colleagues to build accurate, compliant grant budgets and monitor them throughout the grant period.
 - **Data-Driven Storytelling:** Able to translate program outcomes, data and compelling constituent stories into evidence-based, funder-ready narratives and reports.
 - **Systems Mindset:** Interest in evaluating and implementing grants-management software and AI-supported tools that make CAP's grants operation more efficient and accurate.
 - **Collaborative Approach:** Comfortable working across departments — Program, Communications, Finance and Philanthropy — to gather what a strong proposal or report requires and help ensure funder requirements are considered from program design through grant closeout.
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A Day in the Life

- **Pipeline Management:** Start the day by checking CAP's grant tracker for upcoming deadlines, funder correspondence and reporting milestones.
 - **Focused Writing Time:** Block dedicated time to draft or refine a proposal, report or letter of support.
 - **Cross-Team Collaboration:** Meet with Program Directors or the Philanthropy Team to gather the outcomes, data and stories a proposal or report needs.
 - **Funder Engagement:** Represent CAP on a funder call, compliance meeting or site visit, or research the next capacity-building or program opportunity worth pursuing.
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Core Qualifications & Requirements

- Bachelor's degree in nonprofit management, communications, public administration or a related field or equivalent professional experience.
 - Minimum of three years of experience in grant writing, institutional fundraising or nonprofit development, with a track record of securing foundation, corporate and/or government funding.
 - Strong writing skills, with demonstrated ability to write clear, compelling and well-organized proposals and reports under deadline pressure.
 - Grant Professional Certification (GPC) or CFRE preferred but not required.
 - Must pass official Level 2 background screening as outlined by Florida state law.
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Perks & Benefits

- **Competitive Compensation:** The starting salary range for this position is \$80,000-\$85,000, based upon experience. This position recognizes the value you bring to CAP and offers the opportunity for annual merit increases of up to 3% and performance bonuses up to 3%.
- **Healthcare Coverage:** To ensure you and your health are well taken care of, CAP will cover 75% of the premiums in your selected plan for individual medical, dental and vision insurance options.
- **Retirement Planning:** Invest in your future with CAP's 403(b) retirement savings plan, including a CAP match of up to 3%. It's never too early or too late to start planning for retirement.
- **Generous Time Off:** Recharge and rejuvenate with 21 days of paid time off, plus 24-28 paid holidays throughout the year. CAP's flexible schedule allows you to balance your professional and personal life effectively.
- **Commuter Benefits:** Enjoy paid parking in a central downtown location, making your commute easier.
- **Professional and Personal Growth:** After one year with CAP, you'll gain access to additional tenured benefits, including opportunities for professional development to further enhance your skills and career. Personal wellness credits are also offered to support your overall well-being.
- **Family First:** Following a year of employment, take advantage of CAP's paid parental leave, allowing you to focus on your family's significant life moments.

Are You Ready?

If you're energized by turning research and relationships into the funding that changes children's lives, and you thrive where storytelling meets strategy, we invite you to apply. This is more than a grants job—it's a chance to be part of something bigger. Join us in shaping the future of arts education in Jacksonville!

Submit in confidence to Doug Walker (doug@capkids.org), Vice President of Philanthropy, a resume and personal statement of 1,500 words or less explaining a) your approach to researching and cultivating institutional funding relationships, b) your long-term professional goals and c) what unique skills or perspective you will bring to CAP's grants program, its students and the Northeast Florida community.

The above description reflects the details considered necessary to describe the principal functions of the job and should not be construed as a detailed description of all the work requirements that may be performed in the job.

The Cathedral Arts Project is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age or veteran status.