

MEADOWS
MENTAL HEALTH
POLICY INSTITUTE

Job Title: Grants and Contracts Associate

Reports To: Executive Chief of Staff and Senior Director of Operations

Position Summary: The Meadows Mental Health Policy Institute (Meadows Institute) seeks a collaborative and strategic professional to serve as Grants and Contracts Associate. The Grants and Contracts Associate will support the work of Executive Chief of Staff and Senior Director of Operations. The Grants and Contracts Associate will be expected to work collaboratively with staff, contractors, partner agencies, and stakeholders. Required work location for this position is in the state of Texas. Statewide travel (up to 10%) may be required. Some duties may require access to reliable personal transportation.

Responsibilities:

- Assists in the oversight and monitoring of Institute grants and contracts.
- Supports Institute leadership and project staff in preparation and submission of high-quality grant and contract applications to public, private, and corporate entities.
- Monitors grants and contracts deliverable deadlines and maintains communication with project teams and Accounting/Finance staff to ensure timely submission of required reports.
- Provides professional and timely correspondence to external agencies, funders, and partners related to grant/contract submission and reporting requirements.
- Maintains thorough understanding of Institute grants and contracts development and approval process, and supports leadership and project staff in following internal process guidelines.
- Other duties as assigned.

Required Qualifications:

- Bachelor's degree in Business, Communication Studies, or related field.
- Minimum 2-3 years in a grants and contracts management and reporting position, or comparable administrative experience in a high-performance setting.
- Excellent written and verbal communication skills.
- Ability to work independently as well as collaboratively with colleagues. This includes overcoming geographic and other potential barriers to communicating with and making contributions to the team's work.
- Ability to develop, monitor, and evaluate contract and grant program compliance.
- General knowledge of budgetary and accounting practices and procedures.

- Excellent organizational skills, including the ability to manage multiple tasks and projects simultaneously while meeting deadlines.
- Willingness to learn new technologies as needed.
- Capacity to think strategically, critically, and respond analytically.
- Flexibility in working with new issues, topics, and approaches.

Preferred Qualifications:

- Professional-level experience in grants/contracts management and/or related funding position for a 501(c)(3) non-profit entity.

Eligibility Requirements:

Required work location for this position is in Texas. Relocation assistance not available. Successful candidates must show proof of eligibility to work in the United States.

To Apply:

Qualified applicants are encouraged to submit their resume and cover letter to:
careers@mmhpi.org

About Meadows Mental Health Policy Institute:

The Meadows Mental Health Policy Institute is a data-driven, nonpartisan, nonprofit organization that supports the implementation of policies and programs that help Texans obtain effective, efficient mental health care when and where they need it. The Institute's vision is for Texas to be the national leader in treating all people with mental health needs. For more information about the Meadows Institute, please visit: www.mmhpi.org.

The Meadows Mental Health Policy Institute is committed to equality of opportunity in all aspects of employment and provides full and equal employment opportunities to all employees and potential employees without regard to race, color, national origin, religion, gender (including pregnancy, childbirth, and related medical conditions), physical or mental disability, age, citizen status, veteran status, genetic information, or any other legally protected status.