

MEADOWS  
MENTAL HEALTH  
POLICY INSTITUTE

**Job Title:** Proposal Manager

**Reports To:** Vice President of Philanthropy

**Position Summary:** The Meadows Mental Health Policy Institute (Meadows Institute) seeks a highly skilled Proposal Manager to support the development of successful funding proposals, including philanthropic proposals, government grant applications, and bids for consulting contracts. The Proposal Manager will be expected to work collaboratively with staff across multiple teams to craft compelling proposals for unrestricted, general operating revenue as well as for specific projects and initiatives. The Proposal Manager will directly report to the Vice President of Philanthropy and will also have dedicated time (20 hours per week) for the Chief Operating Officer (COO) and Policy Implementation Team. While this position is primarily virtual, preferred work location is in Texas. This position may not be filled or performed in Colorado at this time. Statewide travel (up to 15%) may be required. Some duties may require access to reliable personal transportation.

**Responsibilities:**

- Work with appropriate personnel to develop high quality proposals, narratives, applications and supporting documents in response to solicitations that are consistent with all policies and procedures of the Meadows Institute and the requirements and guidelines the funding agency.
- Research and identify new government, corporate, foundation and private funding prospects to match Meadows Institute funding priorities, with a specific focus on Mental Health Policy Implementation work.
- Coordinate with COO and / or Vice President of Philanthropy and accounting personnel to create expenditure and income budgets to accompany proposals.
- Maintain primary responsibility for grant schedule and tracking of grants submitted.
- Document all proposal activity within customer relationship management (CRM) system.
- Work with the COO and / or Vice President of Philanthropy to coordinate and follow-up on the progress of submitted proposals
- Become familiar with the history, structure, objectives, programs and financial needs of the Meadows Institute, and remain up to date on current issues relative to grant proposals and funding needs.
- Maintain confidentiality of information exposed to in the course of business regarding finances, data and other proprietary information.
- Other duties as assigned.

**Required Qualifications:**

- Bachelor's degree.
- Two to five years of grant / proposal writing experience, preferably with a mental health and / or policy focus.
- Excellent attention to detail and organizational skills, including the ability to manage multiple tasks and projects simultaneously while meeting deadlines.
- Exceptional written and verbal communication skills.
- Ability to be proactive, flexible, and able to switch gears quickly from one project to the next.
- Enthusiasm for working closely with others in a team environment.
- Flexibility in working with new issues, topics, and approaches.
- Effective time management skills.
- Proficiency in MS Office applications: Microsoft Excel, Word, PowerPoint, and Adobe Acrobat.

**Preferred Qualifications:**

- Master's degree.
- Five to seven years of professional-level experience in related role.
- Previous grant budget development and management.
- Proven record of securing major grants and / or business contracts.
- Previous state and federal grant application, submission, approval and management of funds.
- Experience with CRM systems.

**Eligibility Requirements:**

- The preferred work location for this position is in Texas. This position may not be filled or performed in Colorado at this time. 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](mailto: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](http://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.*