

JOB SUMMARY

Axis is searching for a motivated part-time Grant Manager who is passionate about Axis' mission to equip parents to disciple millions of teenagers. Axis equips parents and teens to follow Jesus in a world made confusing by Social Media, Cultural Trends, Mental Health, Technology, and Gender. We want Jesus to be at the center of a family's axis, and we know this mission begins by strengthening the internal operations that allow our team to thrive.

The Grant Manager leads the grant strategy of Axis and manages the full grant lifecycle — from prospecting and cultivation through Letters of Inquiry (LOIs), applications, awards, and reporting — in support of an annual grant acquisition goal of \$1.5 million to \$2 million, with a target of growing annual grant revenue to \$5 million within two years. This part-time role works 10 to 20 hours per week, as needed, and coordinates closely with the CEO, Director of Advancement, the accounting/finance team, and partner foundations to ensure every grant commitment is accurate, compliant, and submitted on time.

JOB DETAILS

Job Title: Grant Manager

Status: Part-Time, Non-Exempt

Department: Advancement

Reports To: Director of Advancement

Schedule: 10–20 hours per week, variable, as needed, with 1 day required at our Colorado Springs office

Summary of Benefits: Eligible for paid time off, accrued based on hours worked; additional benefits may apply per Axis policy

Pay Range: \$31 to \$35 /hour depending on skills and experience

KEY RESPONSIBILITIES

Grant Strategy and Portfolio Management

- Lead grant strategy in alignment with the fundraising goals of Axis, with responsibility for acquiring \$1.5 million to \$2 million in grant revenue annually, with a goal of growing annual grant revenue to \$5 million
- Identify, research, and cultivate relationships with prospective foundation and institutional funders
- Build and maintain a comprehensive grants calendar tracking LOI, application, and reporting deadlines across all active and prospective grants
- Monitor the grants pipeline and provide regular status updates to the Director of Advancement

Grant Writing, Submission, and Reporting

- Prepare and submit timely, high-quality Letters of Inquiry (LOIs), grant applications, and renewal proposals
- Prepare and submit all required interim and final grant reports in compliance with funder requirements and deadlines
- Track compliance requirements, restrictions, and deliverables associated with each grant award

Stakeholder Coordination

- Coordinate with the accounting/finance team to ensure accurate budget development, restricted fund tracking, and financial reporting for all grants
- Partner with the CEO and Director of Advancement to align grant strategy with organizational priorities and messaging
- Serve as Axis's primary point of contact with foundation program officers and other funder representatives
- Coordinate with program staff as needed to gather outcomes data and narrative content for applications and reports

Administration

- Track compliance requirements, restrictions, and deliverables associated with each grant award
- Maintain organized, audit-ready records of all grant agreements, correspondence, and submission materials
- Complete other grant-related administrative tasks as assigned

SKILLS & QUALIFICATIONS

- 7+ years of grant writing and management experience, along with 5+ years of experience in nonprofit fundraising
- Demonstrated track record of securing six- and seven-figure grant revenue on an annual basis
- Strong project management skills, with the ability to independently manage multiple deadlines within a part-time schedule
- Excellent written communication and editing skills
- Experience coordinating with finance/accounting teams on grant budgeting, restricted funds, and compliance
- Bachelor's degree in a related field, or equivalent combination of education and experience
- **Active, personal faith in Jesus Christ is required for this role. Axis is a Christian ministry, and all team members are expected to align with and affirm Axis' Statement of Faith**

PHYSICAL REQUIREMENTS

This position is primarily sedentary and performed in a standard office or home office environment. Essential physical requirements include:

- Prolonged periods of sitting at a desk and working on a computer
- Frequent use of hands and fingers for typing and operating standard office equipment
- Ability to communicate clearly via phone, video, and in-person
- Occasionally required to stand, walk, reach, or bend
- Occasionally required to lift or carry items up to 25 lbs

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this role.

This job description is a general outline of the key responsibilities & qualifications of the role at Axis. It may be modified or expanded to meet the evolving needs of the organization.



AXIS STATEMENT OF FAITH

I believe in God, the Father Almighty, creator of Heaven & Earth. I believe in Jesus Christ, God's only Son, our Lord, who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died, & was buried; He descended to the dead. On the third day He rose again; He ascended into heaven, He is seated at the right hand of the Father, & He will come again to judge the living & the dead. I believe in the Holy Spirit, the holy universal church, the communion of saints, the forgiveness of sins, the resurrection of the body, & the life everlasting.

I fully accept the teachings of the traditional Biblical view with regard to the goodness of our sexuality, the importance of chastity, & the place of heterosexual marriage as God's intended context for complete sexual expression to occur (Gen. 2:21-24). I will keep myself from sexual misconduct including disorderly conduct or lewd, indecent, or obscene conduct or expression, involvement with pornography, premarital sex, adultery, homosexual conduct or any other conduct that violates Biblical standards.

HOW TO APPLY

To apply, please email your resume to **Rachel@axis.org**

Candidates must be authorized to work in the United States.

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BASED ON KEY RESEARCH: PARENTS ARE UNSTOPPABLE (& AXIS REALLY HELPS)

Parents are the Solution • Dr. Christian Smith of Notre Dame: After spending two decades studying the religious & spiritual lives of American adolescents, the empirical evidence is clear. No other institution or program comes close to shaping youth religiously as their parents do.

Axis Clearly Helps Parents & 91% of the Total Time Parents Spend with Their Children Happens Before Age 18 • 3rd Party Research Firm Excellence in Giving: 50% of adults who use Axis have conversations with their youth & 60% see positive behavioral change. **CDC, World Bank, & Axis Research:** Calculating waking hours, time in school, and time away from home along with the average life span ... 91%+ of the total time parents will spend with their children happens before the age 18.

