

Position Title: Grants & Fundraising Director

Organization: The Creativity Shell

Location: Kingwood, TX (On-site)

Schedule: Full-Time

About the Creativity Shell

The Creativity Shell is a nonprofit organization dedicated to teaching life skills through creative arts such as sewing, cooking, art, and STEAM. We provide programming in schools, shelters, libraries, and our own studios to inspire confidence, creativity, and resilience in children. Our sustainability depends on innovative fundraising strategies and strong grant support.

Position Overview

The **Grants & Fundraising Director** will oversee the budget, planning, implementation, writing, and reporting of all grants and fundraising initiatives. This leadership role requires a proven track record in securing major grants (\$80K+) and raising a minimum of \$300K annually. The director will also lead fundraising campaigns, manage donor relationships, and help ensure the financial sustainability of the Creativity Shell.

Key Responsibilities

Grant Writing & Management

- Oversee all aspects of grant funding including research, writing, submissions, budgets, and reporting.
- Secure a minimum of **\$300K+ annually** through sources such as:
 - CASE for Kids / HCDA
 - Texas Commission on the Arts (TCA)
 - Houston Arts Alliance (HAA)
 - Corporate grants & More
- Seek, source, and apply for new grant opportunities.
- Maintain knowledge of **DataArts** submissions and reporting requirements for TCA, HAA, CASE, and corporate funders.
- Ensure accurate and timely reporting on all secured grants.

Fundraising & Development

- Lead annual **Creativity Rocks** fundraising gala.
- Grow and manage the **monthly donor database**.
- Create innovative fundraising campaigns and donor engagement strategies.
- Cultivate and steward relationships with donors, sponsors, and corporate partners.

Budget & Financial Oversight

- Collaborate with leadership to create and maintain balanced budgets.
- Track and report on grant funding and fundraising income.
- Ensure financial accountability and transparency across programs.

Key Success Metrics

- At least **\$300K in annual secured grant funding**.
- 90%+ of grants and fundraising reporting delivered on time.
- 5+ new funding sources explored annually.
- Strong growth in monthly donor database.

Qualifications

- At least one successfully written grant award of **\$80K or higher**.
- Proven record of securing **\$300K+ in annual grant funding**.
- Knowledge of **DataArts** submissions and grant reporting requirements (TCA, HAA, CASE, corporate).
- Bachelor's Degree in Finance, nonprofit management, education, business and/or psychology. (Master's preferred)
- Strong financial and accounting skills, including budget creation and maintenance.
- Excellent written and verbal communication skills.
- Highly organized, detail-oriented, and able to manage multiple deadlines.
- Passion for the mission of the Creativity Shell and ability to represent it with integrity.

Compensation

- Salary commensurate with experience.
- Benefits and a supportive, creative work environment.