

## GRANTS MANAGER/WRITER, POSITION DESCRIPTION AND ANNOUNCEMENT OF VACANCY

January 2026

### About Encuentro:

Encuentro's mission is to transform New Mexico into a thriving community for all of its residents by engaging Latinx immigrant adults in educational and career development opportunities that build skills for economic and social justice.

Encuentro's success stems from deep community trust, cultural accessibility, and the immigrant leadership of its staff and board. By engaging closely with community, Encuentro stays attuned to adult immigrant learners' needs to inform responsive program design. Encuentro is committed to educational experiences that build individual and community knowledge, leadership, and collective power.

## Position Overview

Encuentro is seeking a **Grants Manager / Writer** to serve as a key strategic and operational partner within the Development team. Working in close collaboration with the Director of Development, Executive Director, and program leadership, this position leads the full lifecycle of institutional grant fundraising—from identifying funding opportunities to developing and submitting competitive proposals and managing post-award reporting, compliance, and renewal strategies.

This role is responsible for building and maintaining Encuentro's grant management infrastructure, including effective use of Instrumentl, to support strong tracking, compliance, institutional knowledge retention, and sustainable revenue growth across federal, state, local, and private funding sources.

The Grants Manager / Writer plays a central role in strengthening Encuentro's funding strategy to meet evolving programmatic and organizational needs. The ideal candidate is an experienced grant professional, strong writer, and systems thinker who can work independently, manage complex timelines, and collaborate across teams with clarity, humility, and purpose.

## Key Responsibilities

### Grant Research, Strategy & Partnerships (25%)

- Identify and track strategic funding opportunities aligned with Encuentro's mission, programs, and growth priorities
- Maintain an active funding pipeline and calendar using Instrumentl and shared team systems
- Monitor funder priorities, deadlines, and trends; synthesize insights for internal planning
- Support collaborative grant partnerships with universities, agencies, coalitions, and other partners
- Conduct internal and external research to gather data and narratives that strengthen proposals and reports

## **Grant Writing & Proposal Development (40%)**

- Lead the writing, packaging, and submission of grant proposals, LOIs, and concept papers
- Collaborate with program staff to develop program narratives, outcomes, and activities aligned with funder priorities and community needs
- Coordinate development of funder-compliant budgets and budget narratives with program and finance staff
- Produce clear, compelling grant narratives integrating storytelling, data, evaluation plans, and equity-centered framing
- Ensure proposals meet all funder requirements, guidelines, and deadlines

## **Grant Management, Reporting & Compliance (25%)**

- Manage post-award grant administration, including tracking deliverables, reporting timelines, and compliance requirements
- Coordinate with program, finance, and leadership staff to collect accurate data for narrative and financial reports
- Prepare and submit high-quality interim and final grant reports
- Maintain organized grant files and documentation to support audits, renewals, and continuity
- Monitor grant performance and flag risks, opportunities, and upcoming renewals

## **Systems, Collaboration & Organizational Support (10%)**

- Maintain and improve grant management systems, templates, and internal processes
- Contribute to fundraising strategy, team planning, and institutional learning
- Perform related duties as assigned, including occasional flexibility in work hours to meet deadlines

## **Qualifications**

### **Required**

- Minimum of **3 years of grant writing and grants management experience**, preferably in nonprofit, education, workforce development, immigrant rights, or human services settings
- Demonstrated success securing and managing grants from foundations and/or public agencies
- Exceptional writing and editing skills, with the ability to translate complex programs into clear, persuasive proposals
- Strong project management skills and ability to manage multiple deadlines simultaneously
- Experience collaborating with program and finance teams on budgets and reports
- Strong organizational skills and attention to detail
- Proficiency with grant management tools and databases; comfort with Google Workspace and Microsoft Office
- Commitment to Encuentro's mission, values, and equity-centered approach

## Preferred

- Experience with federal, state, or local government grants
- Familiarity with adult education, workforce development, digital equity, or immigrant-serving programs
- Bilingual English/Spanish

## Other Requirements

- Some evening or weekend availability may be required to meet deadlines or attend meetings
- While performing the duties of this job, the employee is regularly required to sit, talk, or listen and may occasionally stand, walk, or lift up to 35 pounds. Reasonable accommodations will be made for individuals with disabilities.

## Salary and Benefits

This is a full-time, exempt position. **Salary range: \$55,000–\$65,000**, commensurate with experience. Encuentro offers a comprehensive benefits package, including:

- 80% of individual employee health insurance premium paid by Encuentro
- Access to a 401(k) plan with discretionary employer match
- Paid Time Off:
  - 15 vacation days in Year 1 (2 additional days per year, up to 10 additional days)
  - Paid federal holidays, plus the week of Thanksgiving, 8-day winter break, and 1-week spring break
  - Sick leave accrued at 4 hours per pay period
- Hybrid and remote work options possible

Benefits may be subject to change based on organizational budget.

## How to Apply

Please submit the following to [info@encuentronm.org](mailto:info@encuentronm.org):

- **Letter of Intent** (max 2 pages) addressing:
  - Why you are applying
  - Relevant grant writing and management experience
  - Knowledge of or connection to Latinx immigrant communities
  - Alignment with Encuentro's mission and this role
- **Resume** (English)

**Subject line:** “[Your Full Name] – Grants Manager/Writer”

For more info, visit: [www.encuentronm.org](http://www.encuentronm.org). No phone calls please. Email questions to: [info@encuentronm.org](mailto:info@encuentronm.org)