



## **Grants Manager**

**Start Date: Immediate**

### **Position Overview:**

Oakland, CA based nonprofit organization providing literacy and social-emotional programming to K-2<sup>nd</sup> grade students in under-resourced communities seeks an experienced Grants Manager to develop and implement a foundation-based fundraising strategy. The Grants Manager's responsibilities will range from researching prospective funders, writing grant proposals and reports to foundations, corporations, and government funders, maintaining positive relationships with current and prospective funders, maintaining the grants database, and assisting with special events and projects as needed. This position reports to the Executive Director and works closely with the Board of Directors and the Development Manager.

### **Responsibilities:**

- Research prospective corporate and foundation partners and develop approach strategies to grow and diversify the organization's sources of revenue.
- Write letters of inquiry, proposals and grant applications to current and prospective corporate and foundation partners.
- Write effective reports that fully capture the impact of the organization's efforts and position the organization to receive continued funding.
- Cultivate relationships with corporate and foundation philanthropic partners through multiple touch-points, including in-person and telephone meetings.
- Collaborate with colleagues in the preparation of program budgets, budget modifications, and financial reports.
- Maintain current data and a thorough working knowledge of SSL's programs for background information for use in proposal and report preparation.
- Maintain a tracking system to monitor grant proposals and report status including submission, responses, renewals, and reporting requirements; maintain current and organized donor files in Salesforce database.
- Represent and promote greater awareness of the organization by attending key events.
- Secure corporate sponsorships for annual gala event.
- Work with Marketing and Communications committee to ensure that the organization is using effective messaging and communication practices, serve as project manager for collateral production.

- Work with Resource Development committee to ensure that the annual development plan is executed successfully and all revenue goals are met.
- Work with Volunteer Coordinator to arrange volunteer events for corporate employees.
- Serve as project manager for occasional pro-bono consulting projects.
- Supervise interns, volunteers, and Fellows who are engaged in fund development activities.
- Assist with other management of other Board committee projects as needed.

**Qualifications / Experience:**

- Minimum of 3-5 years experience securing foundation grants in a non-profit or similar environment. Experience with government grants desirable.
- Proven track record of securing grants and/or contributions from public, private, or individual donors.
- Ability to write grammatically correct, substantive and persuasive grant proposals, reports, documents and correspondence.
- Outstanding interpersonal and presentation skills, ability to effectively communicate with a diverse range of individuals.
- Ability to represent the organization in a highly professional manner and be an effective point of contact for funders and partners.
- Ability to maintain accountability and to work independently and creatively, while functioning as part of a cooperative and coordinated team.
- Excellent project management skills.
- Strong ability to multi-task, prioritize work, meet deadlines and produce quality results on time with attention to detail.
- Proficiency with donor databases (Salesforce preferred), Word, Excel, PowerPoint, and Google Application Suite.
- BA or equivalent required.

**Reporting:** Reports to Executive Director

**Employment Type:** Full time, exempt, occasional evening meetings

**Compensation:** Salary commensurate with experience. Generous PTO and paid holiday benefits, medical/dental/vision coverage and 401k.

**To apply:** Send resume, cover letter (including salary requirements), and writing sample to [jennifer@superstarsliteracy.org](mailto:jennifer@superstarsliteracy.org). No calls please.