

## Manager of Development and Grants Management

### ORGANIZATION OVERVIEW

StriveTogether leads a national movement of 70 communities to get better results for major milestones in a child's life. We coach and connect community partnerships across the country to close gaps, especially for children of color and low-income children. The StriveTogether Cradle to Career Network reaches 10.4 million students, involves 10,800 organizations and has partners in 30 states and Washington, D.C. To learn more about our work, our impact and our team, visit [strivetogether.org](http://strivetogether.org).

### POSITION SUMMARY

Reporting to the Vice President of External Affairs, the Manager of Development and Grants Management is responsible for executing the strategic processes of grant acquisition and grant management, to support organizational sustainability and expansion of the most successful efforts to improve future conditions of children across the country. The Manager will be a critical member of the external affairs department and lead development activities to make the grant process effective and efficient. S/he will support identification, cultivation and solicitation of prospective donors through research and relationship development. Working closely with the finance department and programs staff, s/he also will manage the requirements for incoming grants by providing clear communication of grant initiation, guidelines, deliverables, allowable expenditures, reporting and other essential measures.

### RESPONSIBILITIES

#### *Development*

- Identification: Creating and maintaining a system for generating and tracking prospective funders, and keeping abreast of national trends and news with potential for impacting fundraising efforts.
- Qualification: Conducting research on prospective donors to make recommendations on their interests, alignment with StriveTogether efforts/goals, capacity to give, giving history, solicitation guidelines and possible means for introductions.
- Cultivation: Supporting the creation of invitations and event management; creation of donor-specific materials demonstrating alignment with StriveTogether efforts/goals and donor interests; and donor meeting preparation.

- Solicitation: Supporting the grant writing process for new grant applications, whether through internal organizational efforts or contractual assistance.
- Stewardship: Supporting the creation of stewardship materials and stewardship event management.
- Responsible for maintaining and updating donor database tracking progress of fundraising activities.

#### *Grants Management*

- Ensure grant initiation follows an established sequence of steps to properly plan for compliance, timely reporting and impact evaluation.
- Serve as the lead for grant reporting, maintaining the calendar and following up as deadlines arise to maintain compliance in reporting to investors.
- Initiate request of StriveTogether staff for information necessary to complete interim and final grant reports.
- Compile all components from staff, including narrative and financial documentation for reports.
- Draft reports for review and submission according to grant requirements.
- Monitor paperwork and other related documents connected with grant-funded programs.

#### **MINIMUM REQUIREMENTS**

- Bachelor's degree in communications, journalism, psychology or related field.
- At least 3 years of experience in nonprofit or higher education, utilizing research and written skills, preferably as it relates to fundraising.
- Superb research and analytical skills.
- Ability to synthesize data quickly to produce clear and concise narratives within short timeframes.
- Ability to influence and engage a wide range of investors and stakeholders, building long-term relationships.
- Ability to work and thrive in a fast-paced, energetic and complex environment.
- Excellent communication skills — interpersonal, oral and written.
- Demonstrated interest in continued development of professional skills/expertise.
- Strong organization skills and detail-oriented.
- Ability to approach situations and challenges with a sense of humor.
- Demonstrated team player with the ability to work with diverse groups.
- Willingness to relocate to Cincinnati or Chicago (both cities where StriveTogether has offices).

**Compensation:** StriveTogether offers competitive salary and benefits, commensurate with experience and skills.

To apply, send a cover letter and resume to [apply@strivetgether.org](mailto:apply@strivetgether.org) by October 4, 2018.

*StriveTogether is an equal opportunity employer.*