Job Description and Candidate Profile
Position: Manager, Grants & Foundations Partnerships
Location: US, remote work available, with periodic meetings at the TeachUNITED Fort Collins office and event sites as needed.
Reports to: Senior Director of Advancement
Schedule: Part Time (0.75 FTE)
Salary Range: $55,000 - $60,000 in alignment with qualifications
Benefits: Technology stipend, health insurance benefits available

Key words: grants, foundations, non-profit, education, global

About TeachUNITED
TeachUNITED is an international non-profit dedicated to improving student outcomes by bridging the equity gap for teachers. By providing access to coaching and training programs to teachers and administrators in rural and underserved communities, we empower educators where the disparity is most acute. A rapidly growing organization, TeachUNITED reaches thousands of teachers and children with a goal of improving education for 1 million students by 2025.

The Opportunity
As a rapidly growing organization with a budget approaching $2 million ($6M over the next three years), we are seeking an experienced and motivated Manager of Grants & Foundation Partnerships.

The Manager of Grants & Foundation Partnerships is a member of the Advancement Team and is a liaison between TeachUNITED and its foundation and corporate partners. The Manager of Grants & Foundation Partnerships is responsible for researching, preparing, submitting, and managing grant proposals/reports that support the organization’s goals and meet funder guidelines and criteria. This person serves as the primary grant writer, manages funder relationships, engages in compliance reporting, and supports special project initiatives. This position requires strong writing, data analysis, program budgeting, and project management skills, with an emphasis on outcome measurement to help move TeachUNITED’s mission forward.

Roles and Responsibilities
Outreach and Advancement
- Conduct prospect research for all grants, including identifying new potential prospects, and conducting outreach via email or phone to determine fit.
- Utilize board and/or other contacts where possible to determine connections as potential foundation prospects.
- Nurture prospect foundation relationships. Establish and maintain current information, and timely contact with foundation representatives and program officers.
- Maintain tracking systems within Salesforce CRM for foundation representative follow up and outreach, as well as metrics for new lead development success and connecting contacts (ex: board members).
Grant Application and Tracking Process

- Maintain grant tracking process within Salesforce CRM to ensure timely submission of letters of inquiry, proposals, and follow up communications. Maintain a library of grant support documents including resumes, bios, IRS forms, Board/staff diversity lists, etc.
- Lead grant proposal development and submission—prepare and organize materials for proposals (including letters, narratives, budgets, impact data, presentations, and supplemental materials). Submit and monitor grant applications.
- Collaborate with program staff, finance, and the CEO to develop project budgets and identify specific objectives and work plans for potential grant-funded projects. Work with the programs team to provide current data and program updates for grant content.
- Conduct and/or coordinate meetings with funders, as necessary.
- Research data for populations served including needs, trends and other resources.
- Manage site visits in coordination with program teams, as necessary.

Grant Reporting and Relationship Management

- Execute thank you letters and facilitate grant contracts/agreements. Maintain a tracking system in Salesforce CRM for acknowledgement and reporting requirements.
- Ensure acknowledgment of funders via website, e-newsletter, and social media.
- Collaborate with program staff, finance, and the CEO to maintain and provide timely reporting data for all grants (progress reports, year-end, financial reporting, data collection from programs and special reports as required) including outcome measurement, budgets, and tracking progress toward organizational and programmatic outcomes and goals.
- Draft compelling program updates to funders that fully capture programmatic success.
- Meet high standards of effectiveness, timeliness, and completeness.
- Manage ongoing relationships with program officers or foundation representatives. Coordinate and/or participate in meetings as needed.

Candidate Profile

Qualifications

- Bachelor’s degree required
- 3+ years of work experience with grant writing, fundraising, or grants management; Demonstrated success at reaching ambitious fundraising targets.
- Demonstrated analytical and persuasive writing skills experience as well as superior editing skills, including ability to convey complex information in a clear manner to a diverse audience;
- Strong administrative skills and self-motivated with the ability to set priorities and manage multiple tasks under minimal supervision in effective and efficient manner;
- Ability to articulate and support the mission of TeachUNITED and its programs and respond to questions from funders and potential donors;
- Ability to prioritize and meet multiple, concurrent deadlines under pressure and respond to deadlines without sacrificing quality;
- Familiarity and experience working with international development and/or education funders a plus;
- Experience with Salesforce CRM software systems a plus; and
- Demonstrated interest in the mission, vision and values of TeachUNITED.
Team Member Characteristics

- **Honest** - integrity and transparency are at the core of who you are, and the work you do
- **Inspired** - passionate about school transformation and supporting teachers
- **Positive & friendly** - creating long-term relationships with staff, teachers, leaders, and government
- **Energetic** - managing up personnel and international projects
- **Initiative** - managing your own time, appointments, and projects
- **Innovative** - creating projects and problem-solving
- **Determined** - creating positive change with a hardworking team
- **Reliable** - consistently ready to support others
- **Technological** - comfortable with technology and help solve problems
- **Connected** - great reputation and well-connected to school leaders, State Department, national organizations

To Apply

Email your letter of interest, resume with three references, and writing sample to:

jobs@teachunited.org