Grants and Foundations Manager

**Job Title:** Grants and Foundations Manager

**Reports to:** Director of Development

**Job Status:** Full time (40 hours/week)

**Starting:** July 2021

**Deadline to Apply:** May 6, 2021

**About Generation Hope:**
Generation Hope's mission is to ensure all student parents have the opportunities to succeed and experience economic mobility by engaging education and policy partners to drive systemic change and providing direct support to teen parents in college as well as their children through holistic, two-generation programming. To date we have provided more than $800,000 in tuition assistance, supported almost 200 teen parents in college, celebrated more than 100 degrees earned through our program, and built relationships with 20+ two and four-year institutions around the National Capital Area as well as other institutions across the country. For more information, please visit: [www.generationhope.org](http://www.generationhope.org).

**We are one of the “best non-profits in the region.” Read below to learn why:**
By joining our team, you will be working for an organization considered "one of the best nonprofits in the Washington, DC region for 2020-2021" by Catalogue of Philanthropy. Not only do we live out and operationalize our values, we have done the work to create a culture where you would want to work. The best part of our organization is the people, from the families we support to the team we have deliberately cultivated. We strive for excellence while understanding the most valuable asset we have is our people. At Generation Hope, we celebrate diversity in all of its forms, including thought, professional and lived experiences, race, gender - even taste in music. If this sounds like a mission and work environment you would like to contribute to and grow with, we welcome you to continue reading this position description and consider joining our team.

**Job Description:**
The Grants and Foundations Manager works with the Director of Development to secure funding from institutional donors and ensure high-quality stewardship of those donors. They are a valued member of the Development Team, and will collaborate closely with the Program Team.
and the Finance and Operations Team. Their primary responsibilities include writing and researching proposals and reports and managing the grant calendar. They also play an important role in managing relationships with foundation representatives and identifying new funders.

**Responsibilities:**

- Serve as principal writer for Generation Hope’s foundation and government grant proposals and reports, totaling approximately $2,000,000 in funding received per year.
- Maintain a detailed grant calendar to ensure timely submissions of high-quality grant proposals and reports. Provide other staff ample time to provide materials, data, financial statements, and revisions as necessary for successful completion of all proposals and reports.
- In partnership with the Director of Development, manage relationships with foundation representatives via email, meetings, and site visits.
- Collaborate with the Program Team to compile program metrics, success stories, and program needs.
- Collaborate with the Operations Team to compile, track, and report on grant budgets.
- Collaborate with the Communications Manager to ensure consistent language, statistics, and resources. Work with the Communications Manager to identify opportunities to engage and recognize foundation partners through our communications efforts.
- Research and identify new grant funding sources from companies and foundations.
- Provide support for corporate proposals and reports for annual partnerships and event sponsorships.
- Assist with award nominations and submissions as needed.

**Qualifications and desired skills**

- Bachelor’s degree required.
- 3-5 years of professional experience, with a strong preference for at least some grant writing and foundation fundraising experience.
- Exceptional writer and editor.
- Ability to learn Generation Hope’s “voice” while also adjusting writing style based on project and audience.
- Detail-oriented, organized, and deadline-driven.
- Ability to manage multiple projects with overlapping deadlines.
- Strong research skills.
- Motivated self starter with the ability to work independently with purpose and accuracy in a fast-paced environment.
- Desire to continuously learn about Generation Hope’s programs and the broader issues related to Generation Hope’s mission.
- Strong interpersonal skills.
- Ability to express opinions confidently and with respect for others, and ability to exercise discretion with personal or sensitive information.
- Commitment to Generation Hope’s values: Support, Acceptance, Family, Education, and Race Equity.
• Passion for the mission and vision of Generation Hope.
• Preferred but not required: Experience with nonprofit financials and budgets; experience with nonprofit metrics and evaluation; and experience with corporate and foundation prospect research.

To apply, please complete the online application here (or type in this URL: https://generation_hope.formstack.com/forms/apply_now). Please do not call.

*Generation Hope is an equal opportunity employer. Generation Hope will not discriminate on any basis prohibited by law, including marital status, personal appearance, sexual orientation, gender identity or expression, family responsibility, matriculation, political affiliation, race, color, religion, sex (including pregnancy, childbirth, related medical conditions, breastfeeding, or reproductive health decisions), age, national origin, genetic information, veteran status, and disability.*