**Job Title:** Grants and Foundations Manager  
**Reports to:** Director of Development  
**Job Status:** Full time (40 hours/week)  
**Salary:** $70,000-$80,000  
**Deadline to Apply:** September 1, 2023  
**Location:** Washington, DC area

**About Generation Hope:**

Generation Hope is a nonprofit organization with a mission 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 over $1 million in tuition assistance, supported over 330 teen parents in college, celebrated more than 170 degrees earned through our program, and built relationships with 30+ two and four-year institutions across the country. For more information, please visit [www.generationhope.org](http://www.generationhope.org).

By joining our team, you will be working for an organization named "one of the best nonprofits" by the Catalogue for Philanthropy. Not only do we live out and operationalize our values, we have done the work to create a culture that truly supports every member of our staff. The best part of our organization is the people, from the families we serve to the team we have deliberately cultivated. We strive for excellence while understanding the most valuable asset that we have is our people. 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, please 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 all teams across the organization to maintain accurate and compelling language and data for requests and reports. Their primary responsibility is to manage and execute the grant writing cycle, including researching, writing, and submitting proposals and reports. They play an important role in generating new funding opportunities in all our areas of service, including the
Washington, DC region, the New Orleans area, and across the country.

**Responsibilities:**
- Serve as principal writer for Generation Hope's foundation and government grant proposals and reports, totaling approximately $4,500,000 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 the successful completion of all proposals and reports.
- Research and identify new grant funding sources from companies and foundations.
- Support the Director of Development in managing relationships with foundation representatives via email, meetings, and site visits.
- Collaborate with the Program Team, Learning & Innovation Team, and Policy & Research Team to compile and tell stories about services, metrics, success stories, and 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.
- 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.
- Proficiency in MS Office Suite and Google Suite Workspace required.
- Familiarity with Customer Relationship Management systems, grant pipeline systems, and task management systems
- Personal and professional commitment to understanding and dismantling systemic and institutional racism

CANDIDATES MUST RESIDE IN WASHINGTON, D.C., VIRGINIA, OR MARYLAND BEFORE THE EMPLOYMENT START DATE. Generation Hope has a hybrid remote and in-office work model.

Generation Hope provides full benefits, including 403(b), health, dental, and paid time off. More information on benefits can be found at generationhope.org/careers. As a safeguard to the health of our employees, participants, and community, all new hires must be fully vaccinated against COVID-19 by the employment start date. Our full vaccination policy is available here.

To apply, please complete the online application. If this link does not work, you can access the application at this URL: https://Generation_Hope.formstack.com/forms/apply_now. No calls, please.

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.