

Grant Manager Job Description



Organizational Background:

KIPP Co-Founder Mike Feinberg and long-time education reformer Leo Linbeck III both recognized a growing problem in education reform: a singular focus on scaling schools. In the last decade, education leaders have focused on increasing the size of successful small schools to apply their solutions as widely as possible. While this is admirable, there is no one school system that can answer all our public education challenges. Our organization leverages Mike's 30+ years of education experience founding over 200 schools in order to increase the scope and diversity of great school options for families. Rather than creating schools directly, we help educators - especially those who continue to live and work in the same communities in which they were raised - start mission-driven organizations where school options for children and their families do not meet the demand. Career For All's (formerly Texas School Venture Fund) mission is to develop a greater quality and diversity of schools in communities where families have limited options. By providing quality schools and wraparound supports, Career For All exists to strengthen the institution of the family. To date, Career For All has helped start and grow:

Neighborhood Schools, Inc. is an organization made by educators, community leaders, business leaders, skilled craftspersons, entrepreneurs, and social service providers that see it as their responsibility and duty to take ownership in transforming their neighborhoods. They have experienced the power of school options and want more children in their neighborhoods to reach their full potential.

WorkTexas Training Center is a Houston-based non-profit that provides a public vocational high school as well as adult trade school. In addition to teaching, they partner directly with industry employers to align what and how we train our students to meet those industry partner needs. They also partner with social service providers to support our students for success both during training and upon entering the workforce.

Premier High School Houston (Gallery Furniture North) is designed for credit recovery and early graduation for students who thrive in smaller, independent learning environments who may feel underserved at traditional public high schools. We are a mastery-based, blended-learning, college-preparatory program with an emphasis on technology and one-on-one teacher/student interactions.

Project Remix is a Harris County Juvenile Probation Department program that supports justice-involved youth with an integrated academic and workforce development program. As students participate in GED preparation courses, they also have access to vocational training, internship opportunities and wraparound supports that help develop the soft and hard skills necessary to access and keep a job.

Grant Manager Role:

The Grant Manager will oversee critical aspects of Career For All's fundraising efforts, as well as the efforts of the individual organizations within its umbrella. These efforts include preparing applications, tracking donations, cultivating existing donors with ongoing expressions of gratitude, connect the donors with the schools and programs, and reporting on the grant expenditures.

Grant Manager Job Responsibilities:

- Gains full understanding of WorkTexas, Neighborhood Schools, Inc., Premier High School, and Project Remix services, processes, outcomes, partners, and systems to speak and write knowledgably and motivationally of the organizations.
- Keeps abreast of the individual, foundation, and government funding opportunities.
- Manages the donations and donors in the Career For All database (e-Tapestry).
- Helps lead tours of our various campuses to interested donors and friends.
- Sends official and unofficial thank you's to all donors.
- Sends regular updates to all donors of the progress of the efforts that they supported.
- Works with the Business Manager to track and code the donation revenue and how it was spent.
- Works with the umbrella organization leaders to meet with existing and prospective donors.
- Ensures that each organization or department is on track to meet its financial goals.
- Reports to Career For All President directly and each of the organization leaders indirectly as the primary customers to serve.
- Updates job knowledge by participating in educational opportunities, reading professional publications, and participating in professional organizations.

Grant Manager Qualifications/Skills:

- Performance management
- Project management
- Fostering teamwork
- Business knowledge
- Communication skills
- Accounting and Bookkeeping skills
- Multi-tasking
- Has a strong interest in interpersonal relationships
- Has proven social and communication skills and have proven experience in inter-company and external communications
- Understands and values Work Hard and Be Nice

Education and Experience Requirements:

- BA in a liberal arts subject, or another applicable major; and/or
- Prior development positions with various types of non-profits

Compensation is commensurate with experience.

Career For All and its partner organizations are committed to a policy of equal employment opportunity and does not discriminate in the terms, conditions, or privileges of employment on account of race, age, color, sex, national origin, physical or mental disability, or religion or otherwise as may be prohibited by federal and state law.