



Grants Manager

Job Description

The Hunt Institute's mission is to secure America's future through quality public education. Since its establishment in 2001, the organization has emerged as a recognized and credible leader in the movement to transform American public education and a go-to source for reliable, objective, and timely information. The Institute works at the intersection of education policy and politics, supporting state and national officials and empowering them to drive education reform. Its mandate is to inspire and equip elected officials and senior policymakers to make informed decisions that improve the lives of all children. The Institute's primary audience consists of governors, legislators, and other elected and state-level policymakers.

Position

The Grants Manager (GM) will be a key player in the fundraising and fiscal processes at The Hunt Institute, contributing to grant writing and reporting requirements and aiding in proposal and funder growth. The GM should be a strategic thinker with an ability to manage multiple projects with overlapping deadlines.

Reporting to the Director of Finance & Operations, s/he will be responsible for organizing and monitoring The Institute's grant portfolio, including all phases of the process from prospect research through concept papers, proposals, agreement execution, grant reporting and outcome measurement.

Responsibilities

- Manage the life cycle of grants, from initial inquiry through final reporting, ensuring the delivery of timely, consistent products to funders.
- Oversee and maintain systems for tracking grant deliverables, meeting deadlines, engaging staff from across the organization, and driving the continued cultivation of prospects.
- Perform research to identify corporate and foundation prospects by reviewing websites, annual reports, and Form 990s;
- Assess prospects' funding priorities, preparing summaries for the President & CEO and drawing connections between funders' priorities and Institute programming;
- Track funder updates including correspondence and outstanding requests;
- Coordinate with team members assigned to contribute and report regular progress on projects, ensuring they have a clear understanding of their responsibilities and deadlines and that essential information is provided in a timely, accurate and consistent manner;
- Set up methods for communication to ensure the leadership team and policy leads are part of the process for supporting the monitoring, evaluating, and measuring of goals and objectives associated with each grant;
- Provide support in drafting communications, proposals, concept papers, letters of inquiry, and other fundraising materials as needed;
- Assist in preparing and distributing the Institute's annual giving campaign and issuing of corresponding acknowledgment letters;
- Provide support to the Director of Finance & Operations in monitoring and tracking expenditures by grant;
- Perform other duties as assigned.

Qualifications

- Bachelor's degree required;
- Minimum of 1-3 years of experience working in a development or grants department of a nonprofit, or Master's degree in relevant field such as a MBA;
- Experience writing grant proposals and reports for private foundations preferred;
- Experience working on a team in a rapidly changing environment;
- Exceptional written, verbal, and interpersonal skills;
- Determined, resourceful, effective, and persistent problem-solver who is able to work well under pressure, exercise good judgement, and meet deadlines;
- Highly organized with the ability to organize multiple projects with overlapping timelines;
- Impeccable attention to detail;
- Proofreading and editing skills;
- Knowledge of 501(c)(3) fundraising approaches; and
- Knowledge of InDesign and/or Adobe DC a plus.

Ideal candidates will also demonstrate the following characteristics:

- Demonstrated resourcefulness and good judgment;
- Hands-on, leads by example;
- Values diversity of thought, backgrounds, and perspectives;
- Integrity/ethics beyond reproach;
- Constantly seeking to apply best practices;
- Willingness to work collaboratively and consider new ideas; and
- Commitment to the organization's mission, financial stability, and success.

Equal Employment Opportunity

At The Hunt Institute, Equal Employment Opportunity is our commitment and goal. All qualified candidates will receive consideration for employment without regard to race, national origin, gender, age, religion, disability, sexual orientation, veteran status, marital status or any other protected status designated by federal, state or local law. Applicants are encouraged to confidentially self-identify when applying. Employment is contingent upon successful completion of a reference and background investigation.

To apply, please submit cover letter, résumé, and writing sample (preferably from a grant proposal or report, no more than 2 pages in length) to applicant@hunt-institute.org with the subject line "Grants Manager – *your last name*." Position is open until filled. **No phone calls, please.**