



Position Announcement Grants Manager

Since 1990, the “I Have A Dream” Foundation of Boulder County (“I Have A Dream”) has helped over 1,000 children from low-income areas achieve their education and career goals by providing long-term personal and academic support, tutoring, mentoring and four-year tuition-assistance scholarships to each graduating student. Currently, there are 12 “I Have A Dream” cohorts in Boulder County, in Boulder, Longmont, Lafayette and Carbon Valley. “I Have A Dream” has 32 staff members, 41 AmeriCorps members and an annual budget of \$4,083,000. The “I Have A Dream” program follows the national model established in New York in 1981 by founder, Eugene Lang. Since then, 200 programs nationwide have helped more than 17,000 students. For more information go to www.ihaveadreamboulder.org

Position Summary: The Grants Manager is a member of IHDF’s fast-paced, hard-working Development team and is responsible for leading IHDF’s grant efforts. Given that “I Have A Dream” does not charge tuition or fees for any of its services, all expenses are covered entirely by philanthropic support and community partnerships. In coordination with the Development team, the Grants Manager will manage \$1M+ in grants from foundations, corporations, and government entities, while contributing to the Development team’s overall FY19 revenue goals of \$4M+.

The Grants Manager is responsible for writing and preparing all grant proposals and reports, maintaining the annual grants calendar and all related deadlines, ensuring all grant requirements are met (in partnership with program staff), researching new grant funding opportunities, and developing authentic relationships with funders. As needed, this position will support the Development team in database management, marketing/public relations, and special event efforts.

Reports to: Director of Development and Communications, while collaborating closely with Development, Program, Evaluation, and Finance staff.

Essential functions: Major responsibilities include, but are not limited to:

- Write, package, and edit all grant proposals, maintaining consistent quality in content, spelling, grammar, and punctuation.
- Organize all administrative paperwork associated with grant program.
- Build strong relationships with donors through strategic cultivation, recognition, and relationship-building as related to grant funding.
- Work with program staff and third-party partner organizations to build suitable proposals for new and continued funding opportunities.
- Apply to at least 20 new potential grant funders (corporations, foundations, government, etc.) each year, working closely with Program staff to identify new opportunities and needs.
- Work with Finance to create budgets for grants, report on financial actuals, and ensure grant reimbursements are completed effectively and on deadline.
- Prepare and submit required reports to funding entities to meet deadlines; initiate process and coordinate with staff in a timely manner as necessary to gather evaluation data and program information.
- Maintain consistent reporting to funders based on program staff goals and objectives.
- Draft correspondence for various senior staff as needed, in the interest of furthering donor relationships and outreach.
- Update Salesforce (database) grant tracking system and other internal tracking systems to include a calendar of grant activity, income, and pipelines, and maintain granting resource data, documents, reports, and materials.

- Research educational data sources to understand current issues, trends, and statistics and provide clear context for the need IHDF is meeting in Boulder County.
- Together with the Development team, act as a liaison to philanthropic community in Boulder County and metro-Denver by attending local funding forums, coordinating meetings and site visits with grant funding agencies, and attending public grant hearings and receptions.
- Work with Evaluation Coordinator to support the implementation of multiple annual surveys of clients in partnership with third party institutions, including all those associated with grant requirements.
- Manage press release and social media calendar related to grants recognition; write and send press releases.
- Support Development team in the creation of marketing and public relations materials as needed, particularly via content generation and sharing grant language.
- Serve as back-up WordPress website administrator.
- Assist Development team with special events, in particular our annual Dream-Maker Luncheon, Dream-Maker Breakfast, Golf Tournament, Corks-for-College event, an annual donor appreciation event, and the Building the Dream Internship Program kick-off event.
- Other duties as assigned.

Selection Criteria and Required Qualifications:

- Qualified candidates will have a deep commitment and passion for improving the opportunities available for economically disadvantaged children to succeed academically and personally, with a commitment to equity and inclusivity.
- College degree and/or equivalent work experience in education, business, English, publishing, human services, or communications is required. Prior grant writing and government funding management experience required.
- Candidate must possess highly-developed oral and written communication skills.
- Must have exceptional attention to detail, be able to read, comprehend, and follow instructions and be able to effectively present and articulate information to funders, board, and staff of the organization.
- Individual also must demonstrate exceptional project management and organizational skills, and computer competency, including knowledge of database software (Salesforce a plus), Excel, and G-Suite. Experience with WordPress, graphic design and email marketing platforms (Adobe, Constant Contact) preferred but not required.
- Applicants should be able to thrive in a fast-paced environment, handle multiple tasks, work on projects independently and with a team, and meet tight deadlines.
- Have strong passion for the work and vision of “I Have A Dream,” and in upholding IHDF’s internal values.

Physical Requirements necessary to perform this job:

- Need to be able to work at a computer for long periods of time.
- Some evenings, weekends and conference travel required. Ability to travel to and from meetings and appointments in locations and times when public transportation is unavailable.
- Ability to lift and carry 25 lbs.

Compensation: This is a full-time exempt position and compensation will be commensurate with experience. Excellent benefits including health, dental, life & disability, 403b retirement plan, 10 days sick leave, 15 days vacation leave, and 11 paid holidays.

Application Process:

Using "Grants Manager" in the subject line please email your cover letter, resume, a writing sample (grant narrative or foundation proposal preferred) and salary requirements to hr@ihaveadreamboulder.org. Applications will be reviewed until the position is filled.

An Equal Opportunity Employer, committed to diversity.