



DIRECTOR OF GRANT MANAGEMENT

ORGANIZATION SUMMARY

For more than two decades, LA Promise Fund has uplifted schools, students and families in South LA to ensure more Black and Latinx students are prepared for success in college, career, and life. Today, we accomplish this goal as an education management organization that runs two South LA charter schools and coordinates high impact educational enrichment programming to ensure students are college and career bound. LA Promise Charter Middle and High Schools advance a college-prep culture and integrated digital media arts-themed education, with significant parent engagement, socio-emotional support, and leadership development.

Simultaneously, LA Promise Fund works with schools county-wide to offer a portfolio of programs that foster motivated, engaged, and directed students poised for academic, professional, and personal success. Currently, these regional programs include a focus on female empowerment, STEM, media arts, college readiness, career exposure and work-based-learning, school improvement design, and parent engagement. We work alongside a network of essential partners, students, parents, teachers, and school leaders to build strong schools that increase educational equity within South LA and beyond. To learn more about LA Promise Fund visit www.lapromisefund.org.

POSITION SUMMARY

The Director of Grant Management oversees all aspects of the grant-funding for the organization and its schools. The individual will work within the Development and Communications team to set annual revenue goals and strategies for success. Thereafter, the Director of Grant Management is responsible for prospecting, applying, and grant reporting for all public, corporate and foundation reporting. The individual will interact with staff to complete smart applications that align to the organization's mission and strategic plan. S/he will seek both unrestricted and restricted support. The Director of Grant Management will work with staff to implement awareness and accountable systems for achieving requirements specified in grants. The individual will maintain the organization's grant calendar, CRM (data management system), as well as all internal and external reporting. This position reports to the CEO/President and/or the Chief Advancement Officer and works collaboratively with all LA Promise Fund HQ and school-based staff. This is a full-time, exempt position.

RESPONSIBILITIES AND DUTIES

Research & Planning

- Collaborate with Chief Advancement Officer, CEO/President and teammates to integrate grant work into an annual fundraising plan and strategic plan with monthly/quarterly goals, prospects, contacts, timelines and action items.
- Maintain and renew existing grant based funding.
- Identify and prioritize new grant opportunities that will enhance student achievement and student support services.
- Target private foundations and family trusts, corporations with foundations, as well as state and federal competitive grants.
- Implement a calendar for grant applications, awards and reports that includes amounts, due dates, narratives, objectives, budgets, reporting requirements, etc.

Writing

- Work with Chief Advancement Officer (CAO) and/or CEO/President and other executive leadership to articulate programs and budgets for grant support.
- Serve as initial grant writer, with CAO, CEO/President as thought partner and editor; develop narrative and budget elements of proposals.
- Gather all required grant materials, attachments, copies, and signatures. Forward proposals to CAO, CEO/President for review and editing.
- Submit grants to foundations and agencies in a timely manner.
- Support the Communications & Development department and agency-wide materials on writing, responses, and documents to advance the organization.

Grant Management and Compliance

- Outline purposes, guidelines and budget spend-downs for restricted grants, particularly private and federal grants.
- Work with headquarters and school leadership to ensure adherence to grant objectives, rules and regulations.
- Provide oversight and accountability for grant-funded programs through a grants calendar of program activities, by providing accessible reporting templates to grant-related staff. Outcomes to track can be programmatic metrics, narratives, financial performance, etc.
- Coordinate on an ongoing basis with the finance department and team to align revenues with the annual agency budget, assess monthly/quarterly/annually progress, support with the agency annual audit and other financial reporting
- Survey and interview staff as needed to create new content for applications, determine progress of grant-funded programs, conduct assessments and for reporting purposes.

Grant Reporting and Stewardship

- Acknowledge successful grants and follow up with denied proposals to enhance effectiveness and learning.
- Draft and submit annual and other reports, including narratives and financials, for both private foundation and public/government grants.

- Work with CAO & CEO/President on stewarding activities with grant funders through e-mail and direct mail updates, phone calls, in-person visits and school tours, media releases and invitations to special events.
- Acknowledge grantors in print, online materials and other public forums, as appropriate. Work with the communications team member to acknowledge supporters and outcomes.
- Prepare weekly, monthly update on fundraising initiatives and reconcile development records with financial reports.

Information Management

- Maintain database and file system of all grants through detailed record-keeping and consistent operational procedures.
- Input data (gifts, contacts, notes, etc.) into a CRM to manage relationships, deadlines and follow-up, and generate relevant, on-demand grant reports.
- Assist in the maintenance and updating of LA Promise Fund online and printed collateral to attract donors.

Other duties as assigned.

CANDIDATE REQUIREMENTS

Education and Experience

- Bachelor's degree or equivalent experience required. Master's degree preferred.
- 7-10 years of experience in development, especially grant writing and revenue generating.

Knowledge, Skills and Abilities

- Outstanding organizational skills and attention to detail.
- Strong written, interpersonal and oral communication skills.
- Preferred experience managing private and public grants.
- Articulate, professional demeanor with strong self-confidence and initiative.
- Fluent computer skills including database, word processing, spreadsheets, presentation, and online communications; graphics experience a plus.
- Ability to work in a demanding, fast-paced environment.
- Ability to communicate and interact effectively with multiple constituencies.
- Knowledge of public education and experience with K-12 schools is a plus.
- Commitment to LA Promise Fund mission and values
- Must clear a LiveScan criminal background check
- Must clear a TB Risk Assessment
- Must complete Mandated Reporter training

COMPENSATION

Salary commensurate with qualifications, experience and education. Excellent, full benefits package.

HOW TO APPLY

Email your cover letter and resume to careers@lapromisefund.org.