



JOIN OUR TEAM

SENIOR GRANTS MANAGER

REPORTS TO SR. DIRECTOR OF DEVELOPMENT & EXTERNAL AFFAIRS

ORGANIZATIONAL BACKGROUND

[Kids First Chicago](#) (K1C) is a non-profit 501(c)(3) organization dedicated to ensuring that every child in Chicago has access to a high-quality public education. We believe that a healthy education environment where kids, schools, and communities thrive is the key to a world-class city. We believe that those closest to our students—families, community members, and educators—are best equipped to co-design policies and systems that will improve equity and lead to stronger outcomes for our students, our communities, and our city. Our strategies include:

- We support communities and families to identify, navigate to, and advocate for high-quality public education for their children and neighborhoods.
- Together with families, we partner with city and district leadership to design and implement policies that prioritize community members' needs.
- We steward the facts by sharing unbiased data analysis and research with communities, educators, and policymakers to inform fact-based, inclusive decision-making on public education.

ABOUT THE ROLE

Reporting to the Sr. Director of Development, the Senior Grants Manager will actively pursue new fundraising leads in partnership with the development team and other senior staff and board members. The Grants Manager will be responsible for managing all matters related to grants and institutional giving, including corporate partnerships, foundation grants, and public funding opportunities. The Manager will provide data and research to support institutional giving, manage grant-related deliverables (letters of intent, applications and proposals, and reports), and recommend strategies to expand K1C's pool of institutional donors. The Manager will be a core grant writer who can communicate K1C's mission, programs, and impact in a compelling and nuanced fashion and tailor proposals to fit partners' interests.

K1C's annual budget is roughly \$5 million and is supported through a variety of local and national philanthropic partners. As a member of the K1C Brand and Communications Team, the Manager will partner closely with the Communications Manager, communications and media consultants, and other relevant team members on all K1C communications, comprehensive campaigns, and signature events.

The Manager role requires a bachelor's degree, at least five years working in development/advancement in a nonprofit organization, and demonstrated success in grants management. This is a cross-functional role that requires an individual who can manage complexity and organizational priorities and work with individuals at all levels. Knowledge of one or more K1C tools or technology (including Adobe, Salesforce, Google Suite, Mailchimp, etc.) is highly recommended.

WHAT YOU BRING

First and foremost, we are looking for amazing people who have diverse backgrounds and experiences, are inspired by our mission, and are highly motivated to change children's lives through education. We value diversity in terms of ethnicity, race, socioeconomic status, sexual identity, gender, religion, language, ability, and experience, and our team at all levels shows this. You'll be right at home here if you cultivate strong relationships and push yourself, your work, and the people around you to the next level. We encourage those with the following identities to apply: Black, Latinx/a/o, Asian American, and Pacific Islander, Indigenous people, LGBTQIA+ and non-binary people, veterans, people living with disabilities, and others with lived experience of being part of marginalized communities.

Key functional responsibilities include:

GRANT WRITING AND MANAGEMENT (50%)

- Serve as lead copywriter on all grant writing and reporting
- Manage government, foundation, and corporate grants' calendar and deliverables; collaborate with relevant program staff (community engagement, policy and data) to develop and track proposals and reports
- Ensure robust data and record keeping through Salesforce (relationship management tool) and Asana (project management tool)

PROSPECT RESEARCH AND OUTREACH (25%)

- Partner with the Sr. Director and Chief to identify, track, and pursue new local and national private and public funding opportunities
- Proactively assist in broadening the base of support for K1C; increase awareness, and cultivate new foundation and corporate donors through pitch decks, cover letters, and other direct outreach (calls, emails, and meetings)
- When applicable, attend and support K1C meetings and events and participate in donor discovery, cultivation, stewardship, and solicitation activities, including face-to-face meetings with interested supporters
- Evaluate the effectiveness of cultivation and solicitation activities and suggest improvements and new strategies to the development team

PARTNER RELATIONS (25%)

- Manage institutional volunteer and partner programming and engagement opportunities in coordination with other relevant team members
- Attend K1C events throughout the year to represent the organization and cultivate relationships

SKILLS & COMPETENCIES

- You are passionate about the potential of kids in our city and working to provide high-quality education options for all; your decisions are consistently made through the lens of what is best for students and their families.
- You are committed to providing high levels of service to various internal and external stakeholders.
- You anticipate and work to overcome challenges, persevere, and meet goals.
- You have experience solving complicated and multi-faceted problems and generating a variety of innovative, effective solutions.
- You have a proven record of collaborating with team members and partners to achieve ambitious goals; you quickly build trusting relationships and understand personal motivations; you value differing opinions and seek out dissenting perspectives to strengthen solutions.
- You thrive in a dynamic environment and are able to strategically prioritize time and competing initiatives, focusing on those that will have the greatest impact on students.
- You crave feedback and identify what you need to excel, striving to constantly improve.
- You implement strong project management. You can balance the big picture with attention to detail while maintaining a high bar for quality and a high level of productivity.

COMPENSATION

Salary range begins at \$77,000. Excellent health benefits, 401K plan and group life insurance.

START DATE

Position available immediately.

APPLICATIONS

Phone inquiries are not accepted.

To apply, please email your cover letter, resume, and salary requirements to jobs@kidsfirstchicago.org.

Please include the position name in the subject line of your email.

ADDITIONAL REQUIREMENTS

Being fully vaccinated against COVID-19 is a condition of employment at Kids First Chicago. This includes receiving a booster shot, if available. If you receive an invitation to interview, we can answer any questions you may have during the interview process. This includes those with underlying health conditions or other circumstances that might preclude you from being vaccinated. If an offer of employment is extended, new hires are expected to provide proof of vaccination prior to their start date.