

Grant Manager

New Venture Fund Project Name: Learning Heroes (US)

Position: Grant Manager

Reports to: Director of Operations

Location: Alexandria, Virginia

Status: Full time, Exempt

Position Summary

Learning Heroes has been fortunate to receive support from foundations and other organizations that see parent engagement as a key driver of better educational outcomes for children. We seek a talented Grant Manager to assist with the organization's development and growth potential, as well as manage the pipeline of new potential funders, and deliver accurate and timely reporting, concise, well-written grant proposals and concept papers, and persuasive presentations in support of our work. Experience working directly with parents and/or the education field is a plus.

Working under the direction of the Director of Operations, the Grant Manager should be an active listener who brings curiosity and process to writing crisp, clean proposals and reports.

The successful candidate will have at least 5 years of relevant experience. This position is full time and considered exempt for overtime purposes.

Essential Responsibilities and Tasks

Develop and manage key grant preparatory materials and deliverables, including:

- Writing all reports, including interim and final reports.
- Preparing communications for grant proposals, formal funding requests, and informal updates.
- Submitting deliverables in portals to meet deadlines.

Lead development of project-related communications and deliverables including:

- PowerPoint decks and concept papers.
- One-pagers, reports, and other print collateral (with support from our design team).
- Special projects, as needed.

Track funding prospects and manage the pipeline of new opportunities, including:

- Working with the team to ensure all relevant opportunities and relationships are tracked and moved forward.
- Support developing concept papers and proposals to seize new funding opportunities.

Required Education, Experience, Knowledge, Skills and Ability

- Bachelor's degree and at least 5 years of relevant work experience.
- Strong interpersonal skills and ability to work well on a partially virtual team.
- Demonstrated experience managing successful grant proposals and reporting for large, impact-focused funders.
- Demonstrated experience managing a robust portfolio of work in a fast-paced environment and meeting deadlines.

- Impeccable writing and editing; strong process-orientation, exemplary attention to detail, and proven ability to master an organization's unique tone.
- Collaborative and solutions-focused.
- Ability to ramp up quickly for a critical, external-facing role.
- Thorough knowledge of MS Word, PowerPoint, and Excel.
- Demonstrated experience with the process of iteration, editing, and giving and receiving feedback.
- Highly organized and able to manage up appropriately to get what you need to deliver high-quality results.
- Able to work independently and be a self-starter.
- Passion for mission and a strong desire to engage parents in improving outcomes for children.
- Ability to travel up to 5%.

Valued and Non-Essential Education, Experience, Knowledge, Skills and Ability

- Experience working in education or family engagement preferred.
- Experience working in philanthropy.
- Commitment to helping all students graduate high school prepared for success in college and beyond, as well as demonstrated interest in Learning Heroes' mission of providing information, resources, and opportunities for parents to help their children succeed in school.
- Possess an entrepreneurial spirit and sense of humor.
- Experience using Basecamp and/or other project management systems is a plus.

Compensation

The salary range for this position is \$60,000 - \$75,000 depending on experience.

Learning Heroes offers a competitive benefits package that includes 100% paid medical, vision, and dental insurance, a pre-funded HRA account, 401k plan, commuter benefits, life insurance, and a monthly fitness reimbursement. Learning Heroes is focused on employee wellness and provides in-office healthy snacks and beverages along with the option to telework one day per week (typically Fridays).

Location

This position will be based out of our Alexandria, VA office.

How to Apply

Email your resume and cover letter as PDF or Word attachments to: careers@learningheroes.org.

Grant and writing samples will be requested as part of the interview process.

Please reference the exact title of the job you are applying for in the subject line. This announcement will remain posted until the position is filled.

Please note that only those individuals whose qualifications match the current needs of this position will be considered applicants and will receive responses from Learning Heroes.

About Learning Heroes

A project of the [New Venture Fund](#) and founded in 2014, [Learning Heroes](#) is a small shop that thinks big. We're a dynamic and flexible organization that has made huge strides in only a few short years.

Learning Heroes believes parents and guardians are key to unlocking school improvement for all students, especially those who have been historically underserved. Core to this is equipping parents with information and actions they can take to most effectively advocate on behalf of their children's success. Learning Heroes surfaces insights on parent mindsets about their children's education. With these insights, we create resources, tools, and parent communications for state education agencies, school districts, schools, and parent-serving organizations to help give parents a complete and accurate picture of their children's educational success.

With the help of national and local partners, including Univision, National PTA, UnidosUS, and National Urban League, we reached 20+ million families last year with our resources and communications. Our staff is comprised of diverse, passionate social entrepreneurs committed to fulfilling our mission, and encouraged daily to create, innovate, challenge, and grow.

About New Venture Fund

Learning Heroes is a project of New Venture Fund (NVF), a 501(c)(3) public charity that incubates new and innovative public-interest projects and grant-making programs. NVF is committed to attracting, developing and retaining exceptional people, and to creating a work environment that is dynamic, rewarding and enables each of us to realize our potential. NVF's work environment is safe and open to all employees and partners, respecting the full spectrum of race, color, religious creed, sex, gender identity, sexual orientation, national origin, political affiliation, ancestry, age, disability, genetic information, veteran status, and all other classifications protected by law in the locality and/or state in which you are working.