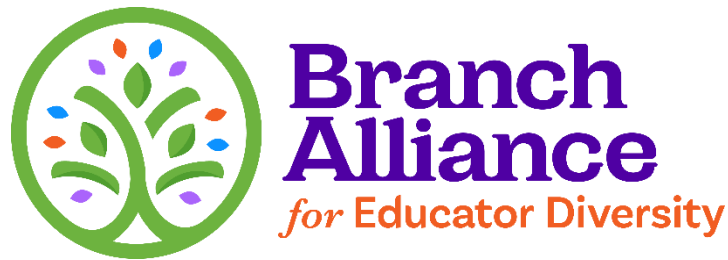
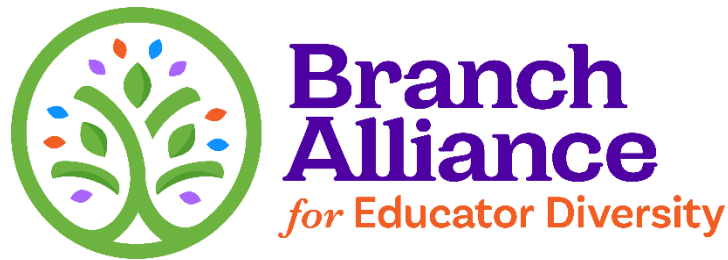


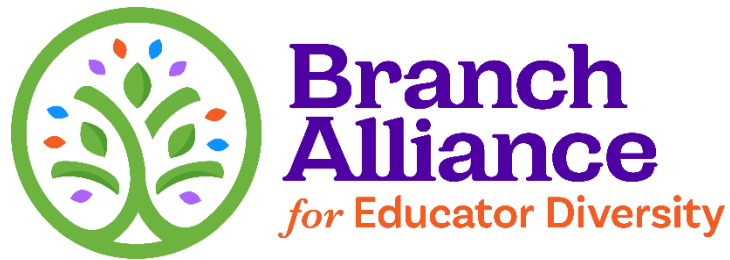
<b>Grant Writer / Development Manager</b>	
<b>Organizational Description</b>	BranchED is the first and only non-profit organization in the nation that is dedicated to strengthening, growing, and amplifying the impact of educator preparation program at the nation’s minority serving institutions (HBCUs, HSIs, tribal colleges, and others), with the larger goals of both diversifying the teaching profession and intentionally addressing critical issues of educational equity for all students. BranchED serves as the nucleus of a national network of 200+ high impact colleges and universities - located in 38 states, D.C., Puerto Rico, and the Virgin Islands - united around a commitment to increasing the achievement gains of all learners and enhancing the diversity of the nation's corps of educators.
<b>Position Objective</b>	The Grant Writer/Development Manager reports to the President/CEO. In this newly created position, the Grant Writer/Development Manager is responsible for conducting the full range of activities required: (1) to prepare and submit proposals to foundation and corporate sources for both unrestricted operating revenue and restricted projects, and (2) to submit timely and accurate reports for all existing grant funded activities.
<b>Essential Functions –</b>	<p><b>Prospect Research</b></p> <ul style="list-style-type: none"> <li>· Support a robust effort to research and qualify individual, corporate, foundation and government donor prospects.</li> <li>· Conduct thorough research to understand prospects’ giving and corporate social responsibility (CSR) priorities, and how they fit with BranchED priorities and programs.</li> <li>· Develops and maintains a development calendar to ensure timely submission of letters of inquiry, proposals, and reports.</li> </ul> <p><b>Grant Writing</b></p> <ul style="list-style-type: none"> <li>· Persuasively communicate the organization’s mission and programs to potential funders.</li> <li>· Work with program leads to co-create concept papers, grant proposal narratives, and grant reports for federal, state, and city government RFPs, as well as private foundations and corporations.</li> <li>· Compile high-quality supporting documents, including letters of support, evidence of impact, budgets, and presentations.</li> <li>· Manage the proposal submission process to ensure timely submission of all required materials.</li> <li>· Coordinate and follow-up on the progress of submitted proposals.</li> </ul>



	<ul style="list-style-type: none"> <li>· Comply with all grant reporting as required by foundation/corporate donors, including working with finance to gather necessary financial information.</li> </ul> <p><b>Cultivation and Stewardship</b></p> <ul style="list-style-type: none"> <li>· Support the preparation of materials for donor meetings and timely follow-up.</li> <li>· Works with organizational staff to share stories (written, video, audio) to use for donor communications.</li> <li>· Support the President/CEO in writing donor facing materials such as donor newsletters, donor thank you notes, and donor appeals.</li> <li>· Track metrics for donor touchpoints and communications.</li> <li>· Maintain donor communications calendar.</li> <li>· Maintain current records in database and in paper files, including grant tracking and reporting.</li> <li>· Ensures proper handling of sensitive donor and financial information.</li> </ul> <p><b>Other</b></p> <ul style="list-style-type: none"> <li>· Assist with other fundraising projects as requested.</li> <li>· Perform other duties as assigned.</li> </ul>
Education & Experience	<ul style="list-style-type: none"> <li>○ Skilled writer with the ability to appeal to an audience’s interests and priorities.</li> <li>○ Adept at packaging data and stories in order to create powerful written narratives.</li> <li>○ Excellent research, organizational and communications skills with demonstrated ability to seek and synthesize information and communicate in a clear, compelling and succinct form.</li> <li>○ Experience in crafting proposals, letters of interest, concept papers, reports, and/or other donor-facing communications.</li> <li>○ Experience qualifying corporate and foundation prospects is a plus.</li> <li>○ A Bachelor’s degree, and 2 years minimum of fundraising or relevant experience are required. Candidates with Associate Degrees will also be considered with a minimum of 3-5 years of demonstrated fundraising or development experience.</li> <li>○ A high level of computer literacy required, including familiarity with Microsoft Office programs. Familiarity with Asana, Salesforce, Grantseeker, and/or Foundation Center databases is a plus.</li> </ul>
Personal Characteristics	<ul style="list-style-type: none"> <li>- Proactive and self-led development professional</li> <li>- Strong interpersonal and communication skills</li> <li>- Attention to detail, reliability, and organizational skills</li> </ul>



	<ul style="list-style-type: none"> <li>- Ability to work independently, self-manage priorities and goals for projects, consistently meeting deadlines.</li> <li>- Ability to pivot from one task to another without “dropping the ball.”</li> <li>- Adaptive, flexible, and willing team player.</li> <li>- Desire to engage donors in alleviating educational inequity through diversifying the educator workforce, a keen interest in social justice, and attentiveness to evolving trends.</li> <li>- Comfortable with ambiguity and can succeed in a highly entrepreneurial and fast-paced environment.</li> </ul>
Compensation	<p>This is a full-time exempt position. BranchED provides the following benefits for eligible employees.</p> <ul style="list-style-type: none"> <li>• A competitive salary benchmarked against the industry.</li> <li>• Compensation will be commensurate with relative work experience and education.</li> <li>• Medical insurance with up to 100% employer contribution.</li> <li>• Dental, vision, FSA, life and disability insurance plans.</li> <li>• 401(K) retirement plan with an Employer Match up to 6% of your compensation. Eligible after 90 days of employment.</li> <li>• Generous time off including 15 days of paid time off (to be taken for sickness or vacation) and 12 organization-wide holidays.</li> <li>• Organization-wide and workgroup training.</li> <li>• A commitment to developing leaders from within the organization.</li> <li>• An organizational culture that supports staff well-being and holistic self-care/community care.</li> <li>• Ample opportunities to connect with the faculty/leaders, students, and communities we serve.</li> </ul>
# of Direct Reports	0
Reports To	President/CEO
Location	Peachtree City, Georgia (preferred) or Remote
Setting	This position operates in a general office setting. Occasional travel is expected.



## **Application Procedure**

Nominations or applications (with current resume **and** letter of interest) should be sent confidentially, electronically to [talent@educatordiversity.org](mailto:talent@educatordiversity.org). The review of applications will begin immediately and will continue through the due date.

BranchED is an equal opportunity employer and welcomes a diverse pool of candidates for this search. We are committed to fostering a culture of inclusion and welcome individuals with diverse backgrounds and experiences to apply. Applicants must be legally authorized to work in the United States. We are not authorized to sponsor the H-1B visa.

The Branch Alliance for Educator Diversity does not discriminate on the basis of race, color, religion, ethnic or national origin, age, disability, gender, sexual orientation, or other characteristic covered by law with regard to employment opportunities.