



BranchED Grants Specialist Position

Organizational Description

Branch Alliance for Educator Diversity (BranchED) is a professional services organization and a collective of university faculty and leaders advancing educational equity and excellence by expanding individual capacity, enabling supportive relationships, boosting institutional effectiveness, and collaborating with communities.

Our growing national network includes hundreds of current and future educators at federally designated Minority Serving Institutions (MSIs), other higher education institutions enrolling 50% or more students of color, and PK-12 school districts with populations of 75% or more students of color. Together, we are activating educational environments that not only enroll diverse future educators but equip them so they excel.

We believe:

- Every student deserves access to caring, adaptive, and well-prepared teachers.
- Every teacher deserves preparation that fuses quality with diversity.
- Every person benefits when we create a higher standard of education together.

At BranchED, we believe transforming education happens within an educational ecosystem in which there is strong connection and collaboration among stakeholders to ensure all children have the support they need to thrive. This ecosystem includes but is not limited to children, families/caregivers, community, community organizations, health care systems, Local Education Agencies, post-secondary education providers, industry/business partners, and government agencies. These stakeholders have unique and complementary roles that converge and diverge to benefit all children by preparing them to thrive in our heterogenous society.

Position Description

The Grants Specialist is a full-time position on the BranchED Development Team and reports to the BranchED Development Manager. The successful candidate will be responsible for researching prospective funders and funding opportunities, developing project narratives, budgets, and required supplemental documents for grant applications, and ensuring accuracy, quality, and guideline compliance on submissions. The successful candidate will be a strong writer with excellent research, organizational, and communication skills, proficient in Microsoft Office and other online collaborative writing platforms.



Essential Functions

- Research and qualify individual, corporate, and foundation donor prospects and government (city, state, and federal) funding opportunities
- Assist the Development Manager in organizing and following lists of prospective funders using Foundation Directory Online Professional software
- Maintain a development calendar to ensure timely submission of letters of inquiry and full application proposals
- Work with the BranchED Development Manager and other program leads to co-create concept papers and grant proposal narratives for government RFPs (city, state, and federal levels) and private foundations and corporations.
- Develop high-quality supporting documents, including biographical sketches, letters of support, evidence of impact, budgets, and budget justifications
- Ensure accuracy, quality, and guideline compliance for all submitted grant materials • Assist in managing the proposal submission process to ensure timely submission of all required materials
- Coordinate and follow up on the progress of submitted proposals
- Conduct regular meetings with members of the Development Team and the Fundraising Strategy Team, along with grant program officers as necessary
- Perform other duties as assigned and assist with other fundraising projects as requested

Qualifications

- Commitment and passion for BranchED's mission, vision, and strategic plan
- 2+ years of experience in pre-award grants administration or nonprofit development
- Bachelor's degree (degree in English, Education, or Finance/Accounting preferred)
- Strong Microsoft Office and online collaborative writing platform skills (familiarity with Foundation Directory Online, Power BI, SharePoint, and Salesforce preferred)
- Ability to interpret and follow complex grant funding guidelines and requirements, including federal funding mechanisms with various online submission platforms
- Experience crafting proposals, letters of interest, concept papers, reports, and/or other donor-facing communications
- This is a full-time position. BranchED provides the following benefits for eligible employees:
- Competitive salaries benchmarked against the industry. Compensation will be commensurate with relative work experience and education
- Medical insurance with 100% employer contribution for employee only plans
- Dental, vision, FSA, life and disability insurance plans
- 401 (K) retirement plan with an Employer Match up to 6% of your compensation
- Generous time off including 15 days of paid time off (to be taken for sickness or vacation) and 12 organization-wide paid holidays
- Paid parental leave
- Individual wellness wallets to contribute to employee wellbeing
- Organization-wide and workgroup training



Location

This is a remote position.

Compensation & Benefits

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To apply, please send your cover letter and resume/vita to: talent@educatordiversity.org.

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. We are an inclusive organization and actively promote equality of opportunity for all with the right mix of talent, skills and potential. We welcome all applications from a wide range of candidates. Selection for roles will be based on individual merit alone.