



Grants Manager

About LEV

The League of Education Voters (LEV) is a non-partisan organization that partners with parents, students, and civic leaders who believe in a quality education from cradle to career. LEV is the only Washington-based organization working to improve public education from early learning through higher education. We shape the debate, build powerful coalitions, and grow the grassroots to achieve meaningful reform and ample resources for education. Additional information can be found at educationvoters.org

About the position

LEV is committed to developing robust and diverse sources of financial support to ensure long-term sustainability. The Grants Manager works closely with LEV's CEO, Board, and staff to seek grant funding from local and national public, private, and corporate foundations. Responsibilities include prospecting, grant writing, grant monitoring, and reporting. The Grants Manager reports to the Communications and Development Director and is part of a team that includes a Development Manager and a Communications Manager.

This is a full-time position. The ideal candidate is collaborative, highly organized, detail-oriented, has strong interpersonal and communication skills, and the ability to alternate focus between tactical projects and strategic thinking. The ideal candidate also has a demonstrated track record of successful grant writing.

Position responsibilities

- Develop an annual grant prospecting plan with benchmarks, goals, and calendar, in collaboration with the CEO, Communications and Development Director, and CFO that includes cultivation strategies for specific local funders, as well as identifying and cultivating new local and national grant funders.
- Identify new local and national funders using the Puget Sound Grant Writers Association, Foundation Center, Guidestar, and other online, prospecting, or networking resources.
- Prepare letters of inquiry and grant proposals for submission, including coordinating input from appropriate LEV staff and managing submission deadlines.
- Manage all grant reporting obligations for existing funders and collaborate with appropriate LEV staff to secure the necessary information for progress reports, final reports, and any other funder reporting requirements.

- Maintain timely and accurate records of all grant-related activities, including prospecting inquiries, formal applications, declinations, and any other grant-funder correspondence.
- Work with senior managers (program and finance) to identify areas of future programmatic support and possible grant funding opportunities.
- Promote LEV and its mission positively in the funder and education community.

Desired skills and qualities

- Demonstrated experience with regional and national funding landscape, including corporate, public, and private grantmakers.
- Effective project management skills, including the ability to “manage up” and exert influence to inspire colleagues to handle grant-related tasks assigned to them.
- Exceptional written and oral communication skills.
- Collaborative approach; team player.
- Highly-organized, detailed self-starter who can work independently, as well as collaborate with internal and external partners.
- Content knowledge in public education.

Minimum qualifications

- BA/BS and five years of proven experience in grant seeking and grant writing.
- Proficiency with a variety of software applications including Word, PowerPoint, and Excel.
- Must have access to a car for business activities.
- Experience related to education reform is preferred.

To apply

Send cover letter, resume, and two examples of previously submitted proposals via e-mail or mail:

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The League of Education Voters is an Equal Opportunity Employer.