

The Opportunity:

In the United States, only 25% of high-achieving students from low-income communities apply to the nation's most selective colleges and universities. At EMERGE, we believe that talent is universal, but opportunity is not. Grounded in this belief, EMERGE empowers and prepares high-performing students from underserved communities to attend and graduate from selective colleges and universities across the nation.

EMERGE is seeking a master of written communication who is a creative, collaborative, and results-oriented individual to serve as its Grants Manager. This position requires self-motivation and ability to work independently, while coordinating grants and reports requiring input from program and executive staff. Creativity, strategic thinking, and ability to multi-task and adhere to strict deadlines with superior organization and time management skills and a high degree of accountability, are required.

Candidates who are passionate about the opportunity to effect meaningful change in the lives of thousands of high-performing students from income-constrained communities and the next generation of leaders are encouraged to apply.

Estimated Start Date: July 1, 2023

Reports To: Managing Director of Development

Salary Range: \$58,000 - \$70,000

The Role:

It is particularly an exciting time to join the EMERGE team! EMERGE has experienced accelerated growth over the last five years, and we are positioning ourselves to be the leading national college access organization that will serve over 6,000 students over the next several years. With this level of growth, the need to enhance our fundraising strategy and increase local and national funding opportunities has become more critical.

Reporting to the Managing Director of Development (MDoD), the Grants Manager, will be responsible for writing and submitting all private foundation, corporate, state and federal grant applications and reports, developing a strong grants management system for tracking detailed information to ensure deadlines are met for applications, renewal requests, and grant reports working closely with the finance/program teams to monitor progress, outcomes, budgeting, and expenditures for compliance requirements.

A successful Grants Manager will need to be able to build a deep understanding of EMERGE's core values, mission and vision in order to create communications that represent EMERGE's authentic voice. Simultaneously, the Grants Manager will need to bring or build familiarity with mainstream concepts and language of the education field in order to effectively elevate EMERGE's messaging and promote EMERGE's work in a crowded education innovation field.

Key Responsibilities:

- Write, submit, and manage a high volume of private and public grants and grant reports in an accurate and timely manner allowing time for grants to go through the review process prior to final submission.
- Manage the grant application process from start to finish, creating/writing thorough and compelling grant applications and reports and tracking progress on outcomes.

- Design and implement workflows, processes, and an annual calendaring and robust grants management system to ensure accuracy, timeliness, effective collaboration across team to report on outcomes and develop compelling narrative, and ultimately to ensure deadlines are met and grant deliverables and funds expended are tracked effectively.
- Collaboratively work with the finance and program team to capture and report on goals, outcomes, and funds expended.
- Create and manage a comprehensive annual calendar of grant and grant report deadlines as well as prospective grant funding opportunities and process for tracking multi-year and/or restricted grants.
- Track funder activities utilizing DonorPerfect to ensure that funder interactions are documented and assigned action steps are completed and regularly updated.
- In collaboration with the MDoD, create and monitor an annual foundation cultivation schedule which would include timely updates, meetings, site visits, and other engagement opportunities to grow foundation and corporate support and to help deepen relationships and affinity for EMERGE.
- Manage the submission of grant reports ensuring compliance requirements and deliverables are met for all grants received working with program staff to create a comprehensive and compelling narrative about our work backed with supporting data.
- Stay abreast of the work of the program teams and broader organizational priorities to gather compelling information, stories, learnings, and data to shape applications and grant reports.
- Stay up to date on current trends in foundation giving and engage in training and professional development opportunities as appropriate.
- Monitor and track progress to goals for foundation and corporate revenue line items keeping EMERGE leadership and board of directors informed through regular reporting.

This role is the perfect opportunity if the following describes you:

The foundational work and thus primary skill set essential for this role is strong and persuasive written communications, high-level strategic thinking, and strong project management. We are looking for a natural self-starter with strong writing and storytelling skills who excels in creating and maintaining organizational systems and processes. To be successful, you must be able to organize, prioritize and track a large volume of projects and tasks; possess exceptional attention to detail and a high bar for quality; and be a critical thinker who displays sound judgment in prioritizing actions based on outcomes. The Grants Manager must be able to backwards plan complex projects and support stellar, high-quality execution. Must be able to work with a diversity of personalities and backgrounds and be able to understand and translate a diversity of communication styles into clear, consistent, and inspiring messaging of EMERGE's work.

Ideal Candidate will have:

- Bachelor's degree in Communications, Journalism, English or related field preferred.
- 3+ years of experience in grant writing.
- Computer literate in Microsoft Windows, Microsoft Word, Excel and PowerPoint. Familiarity and knowledge of Donor Perfect Donor Software preferred.
- Excellent verbal and written communication skills.
- Able to work independently and meet deadlines.
- Able to work with individuals from diverse backgrounds and adapt to change.

- Able to meet multiple deadlines in a fast-paced environment.
- Ability to work in a team environment, assisting and call on team members as necessary.
- Ability to analyze and interpret data
- Exceptional interpersonal skills

Who we are:

At EMERGE, we live by our Core Values:

- Equity grounds us
- Diversity defines us
- Talent mobilizes us
- Meaningful relationships fuel us
- Results distinguish us

Founded in 2010, EMERGE is a developmental, college access organization changing the life trajectories of thousands of students across the Houston area. Since its inception, EMERGE has grown from serving 14 students across four high schools, to serving over 1,600 high school students across five school districts. We also serve over 1,400 college scholars at over 100 selective colleges and universities across the country.

The EMERGE nonprofit is a partner to EMERGE Houston ISD, EMERGE Spring Branch ISD, EMERGE Spring ISD, EMERGE Aldine ISD, and EMERGE Klein ISD.

As EMERGE’s impact has grown, our nonprofit team has grown to over 40 staff members. The staff includes our College Access Team, College Success Team, Program Assets Team, Finance, Operations & HR team, and Development Team. You will be joining an energetic, passionate team of individuals working to propel Houston’s top talent upwards and onwards.

What we offer:

At EMERGE, we aim to enact our core value of “equity grounds us” within our compensation practices to ensure a competitive and equitable salary & benefits package for all employees.

To determine salary; we consider each candidate’s relevant experience, growth potential, and responsibilities within the role, as well equity across similar roles within the organization. **The salary range for this role is \$58,000-\$70,000.**

Our salary bands are established to accommodate growth within the role and varied experience levels at point of hire. Based on historical data, we anticipate most candidates will begin their time at EMERGE at the lower end of the salary band. Yearly increases are based on the impact and scale of your role, along with external market factors.

Benefits:

- We offer Medical, Dental, and Vision insurance.
- We provide Short-Term and Long-Term Disability insurance, along with Life Insurance.
- We have a 403b plan that employees can opt into.
- Each employee has 27 Paid Time Off days for the year plus an additional 12 scheduled wellness days. EMERGE is closed for 18 holidays.

The review of applications will begin immediately and continue until the position is filled, although submission before the priority deadline is **highly encouraged**.

Apply here: <https://emerge-fellowship.breezy.hr/p/b5c464be106e-grants-manager?state=published>