



If you meet the following qualifications and are interested in applying for this position, please send a CV and Resume to sheridan@lemonadeday.org.

Job Title	Grants Manager
Reports to	Director of Development
Department	National Office
FLSA Status/Classification	Full Time/Exempt/Salaried
Salary	Range \$65,000 - \$75,000

Organization Overview

Entrepreneurs take risks, believe they can realize their dream if they work hard, take responsibility, and act as good stewards of their resources. Today's youth share that optimism but lack the life skills, mentorship, and work experience necessary to be successful. Based on this premise, in 2007, entrepreneur, investor, and philanthropist, Michael Holthouse founded Lemonade Day.

Lemonade Day is a national nonprofit whose mission is to *help prepare youth for life through fun, proactive, and experiential programs infused with life skills, character education, and entrepreneurship*. The organization offers a free program that targets kids grades K-8, with an adaptable program for all youth. Kids are introduced to entrepreneurship through real-world experiences of starting their own business—a *lemonade stand*— where they learn the skills to set a goal, make a plan, work the plan, and achieve their dreams. Evidence-based curriculum encourages kids to *spend some* on themselves for their hard work, *save some* and open a bank account, and *share some* with a charity or cause in their community.

Lemonade Day is an innovative and successful nonprofit focused on empowering today's youth to become tomorrow's entrepreneurs. With a national office based in Houston, in 16 years, Lemonade Day has grown to become licensed and independently operated in 100+ communities across North America, serving over 1.5 million children to date. Several of our alumni have applied their knowledge and experience to achieve their own national and worldwide business success.

Lemonade Day has grown through licensing local programs that have the right to operate and publicize it in their communities and agree to abide by branding and program standards. Community partners utilizing the Lemonade Day program include nearly 450 schools plus 75 Boy Scouts and Girl Scouts troops, 50 Boys and Girls Clubs, and 25 YMCAs and YWCAs, among others. Each community fundraises to garner financial support from local businesses, corporations, individuals, and foundations for their respective programs. National oversees all city programs and provides technical staff support for the funding of partnerships, intellectual property through creative programming, educational materials, a branded website, training, graphic design, and an annual conference (plus periodic regional market gatherings).

The annual operating budget for the organization is approximately \$2 million. The revenue model is supported by philanthropic dollars and sponsorships plus earned fees through the sales of licensed programs and materials.

Job Description

Lemonade Day is seeking a passionate, energetic person eager to join a growing, dynamic national nonprofit. Led by the CEO, the national team includes eight full-time staff. The Grants Manager will work closely with the Director of Development, along with the national Board of Directors and staff, to develop and execute fundraising initiatives to achieve Lemonade Day's short and long-term program, revenue, and organization goals and objectives.

The Grants Manager is a member of the Development Team and is a liaison between the organization and its investors. The Grants Manager is responsible for planning and executing the grantmaking process, which includes researching, preparing, submitting, and managing grant proposals, as well as executing reports that meet funder guidelines and criteria. This person serves as the primary grant writer, therefore will be expected to generate a new pipeline of leads, engage in compliance reporting, support special project initiatives, and assist our network of National Lemonade Day markets. This position requires strong writing, data analysis, program budgeting, project management skills, with an emphasis on outcome measurement, and has a strong ability to work collaboratively with the other members of the fundraising and program teams.

The Lemonade Day National office is in Houston, Texas. Seldom travel might be involved, depending on strategic fundraising initiatives at the national or regional level. An in-person office environment is required, with one-day being remote from home. In addition to the standard two weeks' vacation, the organization also provides 13-14 days of paid holiday each year plus five days of paid sick leave.

Duties and Responsibilities

Fund Development & Communications:

- Lead grant proposal development and submission—preparing and organizing materials for proposals, and submitting and monitoring grant applications, including:
 - o Researching new funding and business development opportunities on a local, state, national, and/or federal level.
 - o Maintaining positive relationships and professional communication with funders.
 - o Drafting proposals/LOIs, high quality narratives, and budgets in collaboration with program staff, finance, and the CEO.
 - o Submitting grant applications, on time and meeting all necessary requirements.
 - o Meeting with funders and staff to explore funding opportunities and fulfill site visit requirements.
 - o Upkeeping an organized master calendar of grants and prospects, all associated files, correspondence, and login portal information.
 - o Maintaining a library of grant support documents including logic models, resumes, bios, IRS forms, Board/staff diversity lists, etc.
 - o Executing thank you letters and facilitating grant contracts/agreements.
 - o Ensuring acknowledgment of funders via website, e-newsletter, social media, and publicity.
- Maintain grant compliance and reporting, including outcome measurement and grant budgets—taking responsibility for meeting high standards of effectiveness, timeliness, and completeness, including:
 - o Monitoring, maintaining, and executing all reporting schedules and requirements.
 - o Tracking progress toward organizational and programmatic outcomes and goals.
 - o Requesting reimbursements and drawdowns as needed.
 - o Assembling any related outcome measurements, statistics, success stories, etc.
 - o Drafting compelling progress reports and targeted program updates (e.g. blog posts, press releases, social media posts) to funders that fully capture programmatic success.
- Researching statistics, trends and data for grant proposals and community advocacy, including:
 - o Performing research and data-gathering—from external sources and Lemonade Day program data. As well as managing a library of said information so it is accessible.
 - o Assisting in development of presentations and/or talking points for various stakeholders.

Events/Outreach:

- Assist in performing fundraising activities related to special events.
- Coordinate and/or assist with outreach efforts as determined by the CEO or Director of Development, including necessary follow-up/admin pertaining to board, committee, and other meetings.
- Represent the organization by attending community events and working at major Lemonade Day events as assigned, which may include weekends and evenings.

Other: This job description is not intended to be all inclusive and could include other reasonably related business duties that may be requested by the CEO or Director of Development.

Qualifications**Education Credentials and Skills:**

- Bachelor's degree in a related field (or 3-7 years of work experience with nonprofit administration, grant writing, or fundraising)
- 3+ years of experience in fundraising, grant writing, or grants management
- Demonstrated analytical and persuasive writing skills experience as well as superior editing skills, including ability to convey complex information in a clear manner to a diverse audience.
- A demonstrated track record of securing positive responses on grant submittals.
- Proficiency in Microsoft Office, Google Drive, and a fundraising database/management software
 - o Familiarity with the following programs preferred: Box.com, Salesforce, Survey Monkey, and an email marketing platform like iContact, MailChimp or Constant Contact
- Ability and willingness to learn and implement new applications/systems and establish a lasting culture of philanthropy within the organization.

Personal Skills and Characteristics:

- Focused on cultivation and stewardship of funds to support the coordination and seamless delivery of the Lemonade Day program across the country.
- Strong administrative skills and self-motivated with the ability to set priorities and manage multiple tasks under minimal supervision in effective and efficient manner.
- Ability to work under pressure and respond to deadlines without sacrificing quality.
- Strong problem-solver, highly organized with excellent follow-up and attention to detail, ability to retain and recall information quickly.
- Self-starter with ability to work independently and as part of a team on multiple initiatives at the same time; excellent analytical and project management skills.
- Ability to organize and prioritize work, as well as shifting priorities.
- Excellent verbal and written communication skills
- Positive attitude and high level of integrity
- A strong professional presence that demonstrates skill and authenticity, thereby instilling confidence and trust in donors, community partners, other nonprofit representatives, and colleagues.

Compensation

Salary and benefits package are competitive with other national nonprofits, and commensurate with experience.

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