



## **Position Description**

Employer: San Francisco Education Fund

Industry: Nonprofit/Education

Function: Development/Fundraising

Job Title: Grants Manager

Location: San Francisco, CA

## **Organization Overview**

The San Francisco Education Fund is the largest non-profit organization dedicated to strengthening San Francisco's public schools, providing programs and services that impact more than 30,000 students per year. The Education Fund uniquely delivers a breadth of innovative programs that engage youth in strengthening schools, mobilize thousands of community volunteers and corporate partners, and provide support and professional development to teachers. Our programming focuses on one goal: to improve student success in San Francisco public schools. By centralizing broad community efforts, the Education Fund catalyzes change at individual school sites while also contributing to district-wide reform efforts. Through research, policy development, and pilot programs, the Education Fund aims to incubate, prove, and disseminate innovative approaches to improving long-term student success.

As San Franciscans, we are privileged to live and work in a world-class city, but public education in San Francisco cannot be world-class and serve every child equally without the passion, engagement, and resources of our collective community. This belief is the foundation upon which the Education Fund was established, and it is also the conviction that continues to drive our work and commitment to San Francisco schools. Additional information about the Education Fund can be found at [www.sfedfund.org](http://www.sfedfund.org).

## **Position Overview**

The Grants Manager is a key member of the Education Fund's Development team, which is comprised of the Interim Development Director, a Development Associate, and a Corporate Relations Manager. The Development team is supported by the Development Committee of the Board of Directors and interacts frequently with the Executive Director. The Grants Manager has primary responsibility for all of the Education Fund's fundraising efforts with local, regional, and national foundations whose application processes involve the submission of grants and/or letters of interest. The Grants Manager also completes all required reporting to existing foundation funders, as well as prospecting of new potential funders and managing and maintaining foundation relationships. The Grants Manager reports to the (Interim) Development Director, who reports to the Executive Director.

## **Responsibilities**

- Oversee the organization's foundation pipeline, including establishing and tracking projections, keeping updated notes, and managing of proactive communication and outreach to past, current, and prospective foundation funders
- Develop and submit grant proposals (including project/organizational budgets), letters of interest, and grant reports in a timely fashion
- Maintain grants calendar; prepare revenue projections and other reports
- Research foundation and individual prospects
- Cultivate and manage relationships with foundation staff



- Oversee foundation gift processing and acknowledgment; maintain detailed donor records in Development database
- Communicate regularly with program staff about funded projects
- Assist with planning and production of fundraising and donor cultivation events
- Assist with other Development team duties (e.g., planning and implementation of major donor solicitations, annual fund campaigns) as needed
- Supervise Development interns as needed

### **Qualifications**

Required Qualifications: Minimum of 5 years grant writing, project management, or other relevant work experience; Superior written and verbal communication skills; Proven ability to engage critical thinking and/or problem-solving skills; Impeccable attention to detail, including strong document management, quality control, and organizational skills; Proficiency in Microsoft Word, Excel, Outlook, and PowerPoint; Self-directed, proactive, and motivated; Ability to work with minimal supervision, manage multiple projects simultaneously, and multitask to prioritize and deliver results under deadlines.

Desired Qualifications: Interest in and commitment to public education; Prior work in foundations or non-profits, as well as knowledge of current issues in public education; Energetic, adaptable self-starter who is willing to be proactive and is comfortable working in a fast-paced, ambiguous environment; Experience with Salesforce online database or other database experience; Ability to understand (and as needed produce) financial information for statements and budgets

### **Conditions**

The Grants Manager is expected to work during normal office business hours. The Grants Manager is also expected to be flexible in his/her work schedule as events with donors, board members, school staff, and other community partners routinely occur outside normal business hours, including in the evenings and on Saturdays. A spirit of generosity and an entrepreneurial attitude is necessary for success in this position. Because the Grants Manager will represent the Education Fund to many of our constituents, he/she must also be welcoming, tolerant, creative, and understanding of the importance of listening to and engaging people with a wide range of personalities and cultural backgrounds.

### **Compensation and Start Date**

The Education Fund provides a competitive salary and benefits package, including generous vacation, medical, dental, vision, short-term and long-term disability, a 403(b) retirement plan and other fringe benefits. Salary range: \$46,000 to \$52,000 based on experience.

Preferred Start Date: ASAP

### **To Apply**

AA/EOE. No phone calls, please. Email cover letter and resume (preferably as one Word document or PDF) along with a 2-page writing sample to [hr@sfedfund.org](mailto:hr@sfedfund.org) with "Grants Manager" in the subject line. Resumes submitted without cover letters or writing samples will not be reviewed. This position will remain open until filled; complete applications will be reviewed as they are received.