



Position **GRANTS MANAGER, Grant Writer**
Organization HOME WORKS! The Teacher Home Visit Program
Reports to CEO
Location St. Louis

Overview of HOME WORKS!

Too many children enter school not ready to learn and never catch up resulting in increased rates of school failure, lifetimes of hardships, and never reaching their full potential. To improve the academic achievement, attendance, classroom behavior, and homework completion of these struggling students and to prepare them for the workforce, HOME WORKS! trains, supports, and pays teachers to make home visits to get their parents engaged in their education. HOME WORKS! is designed to have teachers and families partner to build a better connection and understand the crucial partnership needed between home and school for students to succeed. Learn more about us by visiting our website at www.teacherhomevisit.org

Role Summary

This position plays a key role in the financial health and sustainability of HOME WORKS!. This person works closely with the CEO on all aspects of development including grant writing, maintaining a donor database, developing marketing materials, and providing administrative assistance related to fundraising.

Essential Duties include:

- Development and Grant Writing
 - Support and partner with the CEO on all fundraising activities including researching, identifying, and cultivating funding opportunities
 - Facilitate donor communications at the direction of the CEO: draft solicitations, prepare mail merges, and manage follow-up including gift acknowledgements
 - Draft proposals and manage the submission of grant applications and associated reports to corporations, family foundations, individuals, and government entities
 - Maintain a grants and reports calendar
 - Maintain lists and files of current and potential donors
 - Track board involvement in development efforts
 - Research and stay current on funding sources and trends
 - Report to board and CEO on the status of fundraising efforts, trends, and plans
 - Track and report on fundraising goals
- Database Maintenance
 - Maintain a donor database (DonorPerfect), which includes development of data entry procedures and entering information on a regular and timely basis
 - Generate reports, queries, donor profiles, donor/prospect lists, and mailing lists
 - Process and document gifts in donor database, send gift acknowledgements, and prepare deposits
 - Reconcile donation data on a monthly and annual basis for input into accounting system
- Marketing & Communications
 - Draft and/or edit marketing content for print materials – annual report, handouts, brochures, and newsletters and digital (website, e-newsletter, social media) materials
 - Facilitate printing and mailing of marketing materials
 - Collaborate with graphic designers, photographers, and web designers to develop marketing materials

- Administrative
 - Prepare mailings for monthly solicitations
 - Maintain online and paper donation records and fundraising files
 - Staff the Board Fundraising Committee
 - Other duties as assigned

Required Qualifications and Experience

The successful candidate will be a great writer, collaborative, curious, flexible, and enjoy a sense of humor. In addition, the successful candidate will have the following:

- Bachelor's degree
- At least two years of grant writing and fundraising experience
- Excellent editing, written, and verbal communication skills
- Proficiency in the use of DonorPerfect or other development database software
- Strong organizational skills with attention to detail
- Strong computer skills including Microsoft Office applications
- The ability to prioritize tasks and meet deadlines with minimal direct supervision
- The ability to work both independently and as part of a team
- The ability to handle sensitive information with a high degree of integrity and confidentiality
- Excellent emotional intelligence, cultural awareness, inclusivity, and acceptance of diversity of all dimensions
- A passion for the mission of HOME WORKS!

Work Environment

This position routinely uses standard office equipment such as computers, phones, and printers. HOME WORKS! prohibits smoking and all tobacco products in any form in all areas of HOME WORKS! offices. This position requires office hours at the development office of HOME WORKS! which is located in the home of the CEO. Candidates must be able to walk up stairs and not be allergic to dogs.

Position Specifications

Status: Full time, exempt
Hours: 40 hours per week
Salary: Commensurate with experience

Application

To apply, please send thoughtful cover letter and resume to resumes@teacherhomevisit.org