



## **POSITION: Grants Manager**

### **ABOUT THE ORGANIZATION:**

Let's Get Ready is an innovative, growing nonprofit that provides high school students from communities historically underrepresented or denied access to college with free SAT preparation, admissions counseling, and other support services needed to gain admission to and graduate from college. In collaboration with colleges, high schools, and community organizations, we have grown to serve approximately 15,000 high school and college students annually through more than 80 programs from Philadelphia to Maine. With a \$4 million budget and a staff of 30, Let's Get Ready operates out of its headquarters in NYC and a regional office in Boston. We plan to significantly increase the number of students served over the next three years; we are simultaneously focused on increasing the revenue and awareness necessary to support this future growth.

We use a unique near-peer model that is proven to connect with students from low-income and first-generation college-going backgrounds. Let's Get Ready engages and trains college student volunteer Coaches to deliver services. Some Coaches are from the communities we serve; all have recently gone through the college admission, financial aid, and matriculation process. From this vantage point, they can connect with high school students and impact them deeply, offering encouragement, inspiration, and guidance that delivers tremendous results. We then support their transition and ultimate success, leveraging the near-peer model throughout the college experience by pairing students with more senior college students who can help them adjust, adapt, and succeed through to graduation. Our students are extraordinarily successful, graduating at five times the national average for students from low-income backgrounds.

### **ABOUT THE POSITION:**

The Grants Manager initiates, facilitates, and manages the development of written applications for funding, progress reports, final reports that outline programmatic accomplishments, and other materials needed to support fundraising for Let's Get Ready's programs. This is an exciting opportunity for someone interested in fundraising and passionate about college access.

### **Grant Research and Writing (70%)**

- Identify new prospective funders and develop strategies, in coordination with staff and partners, to approach those funders
- Write letters of inquiry, proposals, reports, contract materials, and other written communications to funders at all stages of the grant cycle, tailoring the case for support to the interests of the funder
- Ensure the correct completion and timely submission of all application or contract materials
- Help plan and take the lead in coordinating site visits for funders
- Assist in developing and implementing strategies for stewarding existing funders
- Gather and prepare all ancillary materials to accompany grants (financial data, bios, required forms, etc.)
- Research data, such as regional demographics, to support grant seeking efforts
- Write additional fundraising and supporting materials including email appeals, annual reports, brochures
- Research and prepare dossiers for meetings with prospective donors

## **Administration and Support (20%)**

- Work with finance staff to track payments against pledges
- Participate in the budgeting process by projecting likely revenue from institutional funders
- Maintain grant submission and reporting calendar
- Ensure all submissions and other interactions with funders are recorded in database and other tracking systems

## **Project Management (10%)**

- Provide project management ensuring each stakeholder has reviewed and provided feedback on grant proposals and reports, and obtain final approval
- Obtain approval from CEO on grant budgets submitted

## **CANDIDATE REQUIREMENTS:**

The ideal candidate will possess the following qualifications:

- A genuine passion for, knowledge of, and commitment to LGR's mission
- Belief that a diverse, equitable, and inclusive environment will produce the greatest impact for LGR's students; demonstrated ability to build respectful, productive relationships with team members and communities of diverse backgrounds and viewpoints
- **A passion for and demonstrated excellence in writing, editing, proofreading, and research**
- Ability to communicate LGR's mission and achievements in a succinct and compelling manner
- Ability to develop program budgets and relate them to grant narratives
- Exceptional attention to detail
- Ability to work independently and take initiative; persistence and excellent follow through
- Team player with ability to collaborate effectively with colleagues in other locations
- Passion to build relationships with internal and external collaborators
- Proficiency in Microsoft Office (Excel, PowerPoint, Word)
- Experience with Salesforce, Raiser's Edge or other fundraising database is a plus
- Bachelor's degree required

## **LOCATION:**

New York City

## **QUALIFIED INDIVIDUALS, PLEASE APPLY:**

Please send resume and cover to letter to [careers@letsgetready.org](mailto:careers@letsgetready.org), noting "Grants Manager" in the subject line. In your cover letter, please describe your interest in this position and provide your personal pronouns.

*Let's Get Ready is an equal opportunity employer and encourages candidates from diverse backgrounds, particularly those that represent the students we serve, to apply.*