



POSITION: Senior Grants Manager/Associate Grants Director

ABOUT THE ORGANIZATION:

Let's Get Ready (LGR) envisions a future when students from all socioeconomic backgrounds have the support they need to attain a college education. Through an innovative program model that stands apart from other college access and success programs, LGR serves more than 13,000 students annually from Philadelphia to Maine, and engages more than 150 college students as paid near-peer coaches, most of whom are former participants in the program. There is no nomination process or academic requirements for participation in Let's Get Ready programs. Any student who expresses interest is eligible for services, with students from low-income backgrounds or who are first-generation-to-college given priority. Overall, 89% of LGR students are students of color, 80% are eligible for free or reduced price lunch, and 71% are the first in their family to attend college. All components of the organization's programs are designed with this population and the requisite cultural competence in mind.

To learn more about LGR's program model and impact, please see our latest [Impact Report](#).

Let's Get Ready has been in operation for nearly 25 years; the organization has an annual budget of \$3 million and a staff of 18, who work remotely but have access to office spaces in New York City and Boston. Traditionally we have served students in our Northeast footprint - from Pennsylvania to Maine - but with the recent pivot toward a fully virtual program model we now serve students in 22 states across the country. We have just launched a Strategic Plan outlining a roadmap for growth and impact, including significant increases in students served and growing the team of full-time staff to 29. We aim to serve 25,000 students annually by 2025, which will almost double the number of students served on an annual basis. These increases will include students in our existing hubs: Greater Boston, New York City, and Philadelphia, as well as significant growth in students from rural communities, and other geographies across the country. We are simultaneously focused on increasing the revenue, visibility and focus on values necessary to support this future growth.

For more information, visit www.letsgetready.org

ABOUT THE POSITION:

Reporting to the national director of development, the grants and communications manager/associate director works to identify prospective funders, write proposals and reports for new and existing funders, plan and execute the development communications strategy, and in general plays an integral role in expanding the capacity of the development team. This is an exciting opportunity for someone interested in fundraising and passionate about college access and success for underrepresented students.

Responsibilities:

- Work with development and program teams to gain a clear understanding of organizational priorities and funding opportunities
- Coordinate with national director of development to write clear and compelling 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
- Gather and prepare all ancillary materials to accompany grants (financial data, bios, required forms, etc.); work with colleagues on the program and data teams to collect any necessary data or information in a timely manner
- Work with national director of development to create grant budgets and expenditure reports
- Ensure the correct completion and timely submission of all application or contract materials
- Identify new prospective funders and develop strategies, in coordination with staff and partners, to approach those funders
- Write additional fundraising and supporting materials when necessary
- Ensure all submissions and other interactions with funders are recorded in database and other tracking systems
- Maintain grant submission and reporting calendar, as well as Salesforce and Google Drive grant files
- Communicate with program staff to maintain knowledge of LGR's program model, implementation, goals, and outcomes
- Other duties assigned to support Let's Get Ready's fundraising objectives

CANDIDATE REQUIREMENTS:

The ideal candidate will possess the following qualifications:

- A genuine passion for, knowledge of, and commitment to LGR's mission
- Alignment with [LGR's organizational values](#)
- 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
- At least 3-5 years of related work experience, with a preference for experience in education / youth development / college access and success
- 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 or other fundraising database is a plus
- Bachelor's degree preferred

LOCATION:

Preference for NYC or Boston, but candidates outside LGR's geographic footprint wishing to work remotely will be considered.

COMPENSATION AND BENEFITS:

\$50K-\$70K with excellent benefits and a flexible working environment. Salary commensurate with experience.

QUALIFIED INDIVIDUALS, PLEASE APPLY:

Please send resume and cover letter to careers@letsgetready.org, noting “Grants Manager/Associate Director” in the subject line. Please include your gender pronouns and tell us how you learned about this role.

Let's Get Ready is an equal opportunity employer and encourages candidates from diverse backgrounds to apply. We especially encourage applications from candidates who represent the communities we serve.