

National Grants Manager



Breakthrough Collaborative, founded in San Francisco in 1978, is an innovative educational organization based on the inspiring principle of “students teaching students” and “teachers training teachers.” This unique collaborative model of instruction unlocks the extraordinary potential of first-generation college students and aspiring educators to learn, grow, and transform their own lives and their communities. Our dual mission is to increase the academic opportunities for highly-motivated, underserved students and to inspire and develop the next generation of transformative teachers and leaders.

Today, Breakthrough is comprised of 25 affiliates serving more than 10,000 students annually and training over 1,000 undergraduates to teach in our academically rigorous six-week program. To learn more, visit www.breakthroughcollaborative.org.

The Opportunity

Breakthrough Collaborative is seeking a National Grants Manager with a successful track record of securing grant funding from private foundations, corporate foundations, and government agencies. The successful candidate will be an adept writer who is able to synthesize information and craft compelling grant proposals that clearly articulate a case for support while reflecting Breakthrough’s culture and spirit. The National Grant Manager will contribute significantly to securing revenue to support Breakthrough’s mission and to ensuring effective interdepartmental collaboration in support of our key funders. This position requires strong planning, organization, and people skills.

This full-time position reports to the Executive Leadership Team and is based at our headquarters in Oakland, CA or in Miami, FL (where the CEO and National Director of Philanthropy are based). Candidates in other locations will be considered on a case-by-case basis.

Responsibilities

Grant and Report Writing – 60%

- Research and identify potential grant funding sources and participate in the internal evaluation to determine best fit
- Match potential donors with existing program commitments and new program ideas
- Create and manage templates for proposal development, information gathering/synthesis, donor reporting, etc.
- Work with Program Team to develop narrative for proposal submissions and reports and obtain necessary information to compel donor giving and engagement
- Create, monitor, and adhere to timelines for submissions
- Write, review, and submit proposal content, including narrative, quantitative, and graphical information
- Work with the Executive Leadership Team to develop and transform new ideas and initiatives into grant proposals
- Create budgets for grants and grant reports
- Collaborate on the creation of presentation materials and other collateral in support of grant work
- Oversee and manage a diverse range of proposals, progress reports, and related projects

Grant Coordination – 20%

- Work with finance, program, and development staff to gather information necessary to report to funders on current grant programs
- Oversee Salesforce grant tracking systems and processes, ensuring the accurate tracking and reporting of submission and reporting deadlines and statuses
- Respond to grantor questions and feedback
- In collaboration with the CEO and Director of Philanthropy, maintain relationships with funders
- Ensure prompt recording and acknowledgment of grant awards
- Ensure funders are receiving appropriate touch points/interactions by appropriate staff members at appropriate times throughout the year
- In collaboration with the Director of Philanthropy, update the team and the board on grants submitted, stewardship to donors, and upcoming opportunities

Fundraising Capacity Building – 20%

- Design and implement simple processes to use existing data to generate background information and illustrative impacts for prospective/existing donors
- Partner with the Leadership Team to develop new and refine current messaging for core Breakthrough programming and new initiatives
- Develop and track grant metrics and performance measures to shape the organization's grants development strategy for optimum success

Qualifications

While no one individual will possess all of the desired qualifications, we are looking for a candidate who possesses the appropriate and necessary blend of the following:

Required

- Bachelor's degree
- Minimum of 3-5 years grant writing experience with a history of researching, obtaining, managing, and reporting on grants ranging from at least \$10,000 to \$100,000
- Must be a clear and persuasive writer with exceptional editing skills
- Experience developing and tracking grant budgets
- Ability to work independently under pressure, give high attention to detail, maintain accurate records, meet deadlines, and manage time effectively
- Strong interpersonal skills and ability to collaborate with team members to develop proposals and reports
- Ability to thrive in a fast-paced environment that is dynamic and growing
- Experience with fundraising databases, strong preference for the Salesforce Nonprofit Success Pack
- Proficient with the Microsoft Office Suite and Adobe Acrobat
- Ability to maintain confidentiality

Preferred

- Experience working as a member of a remote or geographically dispersed team
- Commitment to educational equity and Breakthrough's mission
- Previous Breakthrough experience a plus
- Knowledge of and familiarity with national private and corporate foundations funding education programs
- Familiarity with public, governmental grants including those that support education programs
- Experience successfully securing and reporting on state and federal grant funding for programs.

Compensation & Benefits

The compensation for this position is commensurate with experience and expertise. We offer competitive health benefits, a 401k retirement contribution, and a generous paid time-off policy. Most importantly, we offer the opportunity to work with an amazing group of smart, dedicated, and fun people!

To Apply

Please submit a thoughtful cover letter and resume that outlines how your skills and experiences meet the qualifications of the position through this URL: <https://breakthrough.tfaforms.net/306345>.

While applications will be reviewed on rolling basis, preference will be given to qualified candidates submitting materials by Friday, August 23.

Breakthrough Collaborative is an equal opportunity employer and makes a particular effort to recruit candidates from all backgrounds.