



<b>Position:</b>	<b>Senior Grants Manager</b>
<b>Status:</b>	Full-time
<b>Salary Range:</b>	\$80,000 - \$85,000
<b>Benefits:</b>	100% individual coverage and 75% family coverage with a gold-level health care plan, retirement plan with employer match, and flexible schedule
<b>Location</b>	Washington, DC-based (in-person / remote work hybrid)
<b>Start Date:</b>	September 2023

### **About One World Education**

The mission of One World Education is to transform students into writers with voice, knowledge, and purpose. Through a program model that connects writing to social justice, One World Education leads the largest writing program in Washington, DC schools, serving 25 DC schools and 5,000 students annually. Since 2007, students participating in One World Education programs have become critical researchers and skilled writers; two essential skills needed for college and career success.

### **Position Overview**

The Senior Grants Manager is instrumental in growing investment in One World so the organization can grow its impact. You're eager to advance your development and fundraising career with a multi-year plan to be a Development Director making more than \$100,000, and you are an amazing writer, detail-oriented, overly organized, and love to interact with people around important causes.

### **Grants Program Leadership 20%**

- Co-lead the development of a grant writing and foundation-relationship strategy
- Co-lead the development and management of grants calendar and tracking of all funder activities
- Assist maintaining Master Application and Master Report templates
- Manage and ensure full compliance for all government and foundation grants
- Collaborate with Program Team to gather information and stories when necessary
- Co-lead development of grant budgets

### **Foundation and Government Grant Writing & Reporting 60%**

- Complete 4-5 (on average) grant applications and reports per month
- Oversee review, edits, and submission of all grants and reports
- Complete and submit all required reimbursements and grant close-out procedures

### **Grant Prospecting, Meetings & Internal Reporting 20%**

- Research and contact new grant opportunities
- Conduct background research and prep CEO for all funder meetings (participating when appropriate)

### **Skills and Qualifications**

- Exceptional written and verbal communication skills required
- Unwavering commitment to educational equity and improving public education
- Bachelor's degree required
- Minimum 3 years of grant writing/development experience in the nonprofit sector
- Direct or related experience with Enterprise Grants Management System (EGMS) preferred
- Comfort managing multiple priorities in a fast-paced environment
- Ability to positively influence and build relationships with a diverse array of stakeholders
- Impeccable judgment to effectively interact with internal and external stakeholders
- Responsive to feedback, with the capacity to learn quickly and continuously
- Excellent technical skills: Microsoft Office, Google Suite, donor tracking software

**Commitment to Equity & Diversity**

One World Education is an Equal Opportunity Employer. We value diversity – we are and want to continue to be people of multiple ethnicities, perspectives, and life experiences. We seek qualified candidates from all backgrounds who believe in our mission and align with our values. We prohibit discrimination in employment on the basis of race, color, religion, creed, sex (including sexual orientation and gender identity), national origin, ancestry, age, veteran status, disability unrelated to job requirements, genetic information, military service, or other protected status.

**Work Environment**

This position currently operates in a hybrid manner but we require our staff to be available to work out of One World Education's Washington, DC office and to attend local program and development events. Remote work requires logging onto your One World Education-issued computer during work hours, responding to emails, and participating in video calls and meetings throughout the day; therefore, access to high-speed, reliable internet is crucial. One World provides all required equipment and supplies to undertake the tasks of the job (laptop, monitors, and other accessories).

This job also consists of regular work time beyond the normal workday several times a year. A revised work schedule will be developed during these periods to clarify expectations. The position includes typical physical and mental demands that require prolonged sitting, eye-hand coordination, and manual dexterity sufficient to operate office equipment. Requires a range of hearing and eyesight to communicate with staff, stakeholders, and the Board.