



# NATIONAL SKILLS COALITION

Every worker. Every industry. A strong economy.

## Grants Manager

[National Skills Coalition](#) (NSC) seeks a **Grants Manager** to join our team of a growing national bi-partisan policy organization.

NSC is a broad-based network of leaders (business, labor, educators, advocates, et.al.) who want America to grow its economy by *investing in its people*, so that every worker and every industry has the skills to compete and prosper. A greater diversity of Americans will have access to a better life, and a greater diversity of U.S. businesses will see growth, if job-driven, skills-based training is a more central part of our nation's workforce, education, economic and anti-poverty policies. With the support of a growing annual budget of \$4.5M and a staff of 25, we engage in coalition-building, analysis, technical assistance, communications and advocacy to advance state and federal policies informed by the partnerships and expertise of our members. NSC's [national advocacy network](#) draws from over 35 states, including [several national initiatives](#) as well as [more than 20 active state coalitions](#).

The **Grants Manager** is a newly created position, reflecting our organization's continued success and aspirations for future expansion, and reports to our Chief Development Officer (CDO). With a revenue portfolio primarily grant-based, the **Grants Manager**, working closely with the CDO, will assist in coordinating the cultivation, solicitation, and deliverables for the high volume of foundations that support NSC, as well as provide broader development support.

The ideal candidate will have at least five years of successful fundraising experience working with foundations, be an excellent writer, possess the ability to translate complex policy initiatives and issues into compelling cases for support, and have a passion for NSC's mission to achieve economic opportunity for students and workers in this country who have been neglected by traditional education policies.

This position is based in Washington, DC.

### **Responsibilities include:**

- In conjunction with the Chief Development Officer, set targets for finding, researching, qualifying foundation prospects and recommending and conducting appropriate course of cultivation.
- Manage grant deliverables, including writing/producing high quality proposal and report submissions, and funder communications.
- Outline cultivation and stewardship for foundation portfolio.
- Create and maintain plan for informing and securing lapsed funders.
- Develop expertise in multiple issue areas as they pertain to foundation prospects and donors.

- Support the CDO in working with full portfolio of donors, including foundations, through research, producing reports, and preparing proposals.
- Participate in meetings with foundations.
- Produce monthly Grant Deliverables document for executive team.
- Ensure foundation deliverables, communications and activities are recorded in NSC database.
- Oversee timely, quality grant reporting and ongoing stewardship for foundation awards.
- Maintain up to date tracking of all aspects of grants.
- Work with program and operations staff to coordinate on deadlines and deliverables.
- Oversee foundation communications strategy.
- Other development support as needed.

**Qualifications include:**

- Minimum of five years of successful fundraising experience working with foundations.
- Ability to translate complex reporting themes into a compelling case for support.
- Excellent, high quality writing and oral communications skills.
- Strong database skills.
- Demonstrated writing experience with a wide variety of development formats and templates.
- Professional, diplomatic, and strategic in building relationships with funders and staff.
- Ability to work in a fast-paced environment, juggling multiple projects and deadlines.
- Must be extremely organized, resourceful, proactive, and creative.
- Ability to work independently and as part of a team.
- An excellent sense of humor.

**To Apply:** Please send cover letter, resume, and salary requirements to:

[jobs@nationalskillscoalition.org](mailto:jobs@nationalskillscoalition.org),

subject line: NSC – Grants Manager. No phone calls please.

*National Skills Coalition is an Equal Opportunity Employer. Women and people of color are strongly encouraged to apply.*