



<b>Job title</b>	<i>Senior Manager of Grants and Communications</i>
<b>Reports to</b>	<i>Director of Development</i>
<b>Status</b>	<i>Full-time, exempt, salaried</i>

#### **Who we are:**

Through an individualistic, holistic and multi-year commitment, College Bound empowers promising students from economically disadvantaged backgrounds to achieve bachelor's degrees and fulfilling careers. Within a decade, we have grown from an inaugural class of 36 students to over 650 (plus alumni!). We believe that one college degree can end the cycle of intergenerational poverty in a family line forever. We believe in the power of people; in creating relationships defined by deep trust and enduring power. Our culture is one of high expectations and high support with an unwavering focus on degree completion. You can learn more about our mission by accessing our website at [www.collegeboundstl.org](http://www.collegeboundstl.org).

#### **Job Summary**

The Senior Manager of Grants & Communications works under the direction of the Development Director and in conjunction with College Bound's Program Managers, Managing Director of Student Programs, Operations team and accounting/finance staff to develop, implement and manage the strategic plan to secure funding. College Bound solicits funds from private and corporate foundations and government sources. The Senior Manager of Grants & Communications researches funding opportunities; develops and writes all grant proposals; and manages all aspects of the grant application, reporting, securing funding and the stewardship process. In addition, the Senior Manager of Grants & Communications creates opportunities and develops relationships that will enhance and grow College Bound's brand and stature with key external stakeholders both locally and nationally. Responsible for content, messaging, CB voice and accuracy of information narrated in marketing pieces.

#### **Your responsibilities: Senior Grants Manager (90%)**

- ▶ Develops a strategic plan and manages a thorough deadline calendar to secure funding from private and corporate foundations and government sources that will increase and maximize College Bound's grant revenue
- ▶ Identifies new potential funding partnerships, both locally and nationally; keeps up-to-date on funding opportunities available through existing and past funding partners
- ▶ Proposes, develops and writes content for all grant proposals. Works with the Finance Director to develop proposed budgets.
- ▶ Tracks and reports annual grant revenue to College Bound leadership. Organizes and retains related electronic and paper files.
- ▶ Tracks financial and narrative reporting requirements for all grants secured in grant management database; works in partnership with all departments to collect and organize information, outcomes and data necessary to report to funders.

- ▶ Makes recommendations for cultivation of new relationships and stewardship of existing relationships.
- ▶ Generates new revenue and broadens the base of support for College Bound.
- ▶ Assists with other projects as assigned, including writing and editing other documents for the organization.

#### **Responsibilities as Communications Manager (10%)**

- ▶ Writes stories of CB students and alumni, including editorials, stories, press releases
- ▶ Collaborates with Marketing Contractor & contract PR experts (as needed)
- ▶ Ensures a thoughtful, consistent, coordinated social media presence in the College Bound voice through participation in the Social Media Committee
- ▶ Manages process to develop and produce creative input and text for yearly mailers, annual report, annual appeal and future marketing strategies
- ▶ Maintains consistent messaging and voice throughout all of CB's external communication
- ▶ Partners with other CB departments for creative writing and marketing materials (as needed)

#### **Skills and experience:**

- ▶ **Education: Bachelor's Degree in English, Rhetoric, Business, or related field.**
- ▶ **Required Experience:** Three or more years of related experience. Must have proven track record in securing and managing government, private and corporate foundation funding valued at or about **\$800K** or more annually.
- ▶ **Required Skills:** Excellent written communication and research ability. Effective written persuasion and closing skills. Well-organized; excellent project management. Strong computer skills. Confidence working in Microsoft Word, PowerPoint and Excel, and experience using data management/CRM tools such as Salesforce.
- ▶ **Required Attributes:** Focused self-starter, effective collaborator, and strategic thinker. Able to take a leadership role across departments to ensure consistent, reliable tracking and results for grant writing and reporting. Passion for empowering first-generation students from low-income communities. Operates with honesty and acute attention to detail. Motivated to steward and grow College Bound's unique brand in the community.
- ▶ Driver's license and access to reliable transportation required.

#### **Benefits and working conditions:**

- ▶ Competitive salary & benefits: includes a portion of paid employee health insurance, HRA, dental, short-term disability, 401(k) match and life insurance. Vision insurance is also available.
- ▶ Flexible working environment
- ▶ Play a vital role in a growing organization privileged to work with hundreds of intelligent and deserving young people every day.

Employees should have a valid driver's license, reliable transportation and be able to pass a motor vehicle background check. Some weekend and evening work is required for event execution.

**How to apply:**

**Interested candidates must send a cover letter, salary requirements, references, and electronic version of resume to:** jobs@collegeboundstl.org. Subject Line: Senior Grants and Communications Manager. *Applications will be accepted through April 5, 2019.*

***\*\*All required documents must be submitted for review.***

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College Bound provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics, gender identity, gender expression, or sexual orientation (real or perceived). In addition to federal law requirements, College Bound complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

<b>Approved by:</b>	
<b>Date approved:</b>	
<b>Reviewed:</b>	

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Employee Signature

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Date

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Director/Manager/Supervisor/ or Human Resources

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Date