



## GRANTS MANAGER



### WHO WE ARE

**Capital Partners for Education** (CPE) is in its 25th year of supporting low-income students. CPE mentors low-income high school and college students in the academic middle from the Washington, D.C. area to provide the skills and experiences they need to successfully complete college and to excel in the workforce. CPE's student body has tripled in size over the last five years and through one-to-one mentoring and guidance from CPE staff, CPE's high school graduates have enrolled in college at a rate of 97% and complete college at twice the rate of their low-income peers.

### POSITION DESCRIPTION

The Grants Manager is responsible for executing the organization's grant writing, reporting, and foundation cultivation processes. This individual reports to the Development Director and is an integral member of the CPE's development and communications team.

#### Responsibilities include:

- Ensure compliance with the rules and regulations administered by the grantor; oversee special audits conducted by grantor.
- Drive ongoing foundation relationship deliverables and strategies
- Manage the development of fundraising proposals, grant opportunities and reports
- Create and submit grant applications, letters of inquiry (LOIs), emails, and reports ahead of deadline, including requested attachments and supporting documents
- Conduct research on prospective and current foundations and compile data for funding opportunities
- Prepare progress reports and updates for foundation, corporate, and individual funders
- Maintain an up-to-date grants calendar and track deadlines for reports, letters of intent, and formal proposals
- Cultivate relationships with current and prospective foundation contacts
- Develop written products and materials for foundations and other key contacts
- Work with Programs to liaise with contract monitors on negotiating changes, making budget revisions and submitting contract amendments as necessary, coordinating on site visits and file reviews for each monitor.
- Provide support for fundraising events



- Build and help maintain relationships with external funding partners

### REQUIRED QUALIFICATIONS

- Bachelor's degree
- Three to five years of grant writing or foundation relations experience or educational equivalent
- Dedication to CPE's mission of helping low-income and first-generation to college students obtain a college degree
- Excellent writing skills, including proficiency in persuasive and technical writing
- Understanding of fundraising or sales techniques and processes
- Demonstrated ability to meet deadlines and manage multiple projects
- Proven problem-solving skills and ability to propose and execute process improvements
- Proficiency tracking development processes in Salesforce or similar databases preferred

### HOW YOU WILL BE COMPENSATED

Your salary will be commensurate with your experience and abilities.

Your benefits will be comprehensive and will include:

- Medical, dental, and vision insurance
- 403(b) retirement plan with employer matching available
- Life and disability insurance with premiums fully funded by CPE
- Paid time off, including vacation, official holidays, and office closure at year-end
- Fully paid membership at local gym
- Flexible spending account

Please send your cover letter, resume, and writing sample(s) to [recruiting@cpfe.org](mailto:recruiting@cpfe.org). In your cover letter, please include salary requirements. We will follow up with all qualified candidates promptly. Thank you for considering this opportunity with CPE.