



Deputy Director of Grants Management

Job Description

The Hunt Institute's mission is to secure America's future through quality public education. Since its establishment in 2001, the organization has emerged as a recognized and credible leader in the movement to transform American public education and a go-to source for reliable, objective, and timely information. The Institute works at the intersection of education policy and politics, supporting state and national officials and empowering them to drive education reform. Its mandate is to inspire and equip elected officials and senior policymakers to make informed decisions that improve the lives of all children. The Institute's primary audience consists of governors, legislators, and other elected and state-level policymakers.

Position

The Deputy Director of Grants Management (DDGM) will support the financial procedures of The Hunt Institute and play a key role in the grants writing and management processes at The Institute. The DDFO should be a strategic thinker, with strong written and financial analysis skills, and have the ability to manage multiple, detailed projects with overlapping deadlines. This position will supervise the Grants Manager.

Reporting to the Senior Director of Finance & Operations (SDFO), the DDGM will be responsible for organizing and monitoring The Institute's grant portfolio, including all phases of the grant process from prospect research through concept papers, proposals, agreement execution, grant reporting and outcome measurement. The DDGM will supervise the Grants Manager and also support the SDFO in tracking grants activity and supporting the SDFO in communicating the financial implications on The Institute's organization budget.

Responsibilities

- Manage the life cycle of grants, from initial inquiry through final reporting, ensuring the delivery of timely, consistent products to funders.
- Oversee and maintain systems for tracking grant deliverables, meeting deadlines, engaging staff from across the organization, and driving the continued cultivation of prospects.
- Draft communications, proposals, concept papers, letters of inquiry, and other fundraising materials.
- Support the SDFO with tracking of funder updates including correspondence and outstanding requests.
- With support of the Grants Manager, coordinate with team members across the organization to contribute and report regular progress on projects, ensuring they have a clear understanding of their responsibilities, deadlines, and grant deliverables, and that essential information is provided in a timely, accurate and consistent manner.
- Work with SDFO, Grants Manager, Director of Finance (DOF), and individual project leads to monitor grant expenditures, preparing necessary budgets for applications and interim and/or final reports. (Budget preparation in conjunction with SDFO & DOF.)
- Assist in preparing and distributing The Institute's annual giving campaign and issuing of corresponding acknowledgment letters.
- Support SDFO and DFO with assembling and providing all necessary materials for annual audit and tax return preparation including confirmation letters and schedules.
- Prepare call note templates for funder interactions.

- Perform other duties as assigned.

Qualifications

- Bachelor's degree required.
- Minimum of 5-7 years of experience working in a development or grants department of a nonprofit, or Masters' degree in relevant field such as a MBA.
- Experience writing grant proposals and reports for private foundations preferred.
- Minimum 4 years supervisory experience
- Knowledge of financial and accounting best practices, including Generally Accepted Accounting Principles (GAAP), and experience tracking grant expenditures and monitoring restricted revenue.
- Experience working on a team in a rapidly changing environment.
- Exceptional written, verbal, and interpersonal skills.
- Determined, resourceful, effective, and persistent problem-solver who is able to work well under pressure, exercise good judgement, and meet deadlines.
- Highly organized with the ability to organize multiple projects with overlapping timelines.
- Impeccable attention to detail.
- Proofreading and editing skills.
- Knowledge of 501(c)(3) fundraising approaches.
- Knowledge of InDesign and/or Adobe DC a plus.

Ideal candidates will also demonstrate the following characteristics:

- Demonstrated resourcefulness and good judgment
- Hands-on, leads by example
- Values diversity of thought, backgrounds, and perspectives
- Integrity/ethics beyond reproach
- Constantly seeking to apply best practices
- Willingness to work collaboratively and consider new ideas
- Commitment to the organization's mission, financial stability, and success

Benefits and Compensation

The Hunt Institute offers competitive compensation and an attractive benefits package, including health, dental and vision and a 401(k) plan with an employer matching contribution policy. We feel passionately about equal pay for equal work, and transparency in compensation is one vehicle to achieve that. The salary recruitment range for this position is: \$85,000 - \$93,465.

Equal Employment Opportunity

At The Hunt Institute, Equal Employment Opportunity is our commitment and goal. All qualified candidates will receive consideration for employment without regard to race, national origin, gender, age, religion, disability, sexual orientation, veteran status, marital status, or any other protected status designated by federal, state, or local law. Applicants are encouraged to confidentially self-identify when applying. Employment is contingent upon successful completion of a reference check and background investigation.

*To apply: Please submit cover letter, along with a résumé or CV to applicant@hunt-institute.org with the subject line "Last Name – DD Grants Management." No phone calls, please. **Priority will be given to applicants who apply by September 23, 2022.***