



Job Opening for Director of Grants and Development

Organizational Profile

The National Alliance for Partnerships in Equity Education Foundation (NAPEEF) is a 501(c)3 nonprofit organization that was created in 2002 to support the needs of the membership of the National Alliance for Partnerships in Equity (NAPE). NAPE is a membership-based consortium of state and local education and workforce development agencies, corporations, and national organizations. NAPE and the Foundation share a common mission: to build educators' capacity to implement effective solutions for increasing student access, educational equity, and workforce diversity. This mission is met by collaborating with stakeholders in education, particularly in career and technical education and workforce development, to build the capacity of teachers, administrators, parents, and employers through its four lines of business: professional development (PD), technical assistance, research, and public policy. For more information about NAPE go to www.napequity.org.

Position Description

The Director of Grants and Development provides leadership in NAPE's efforts to secure and deliver funding to expand, improve, and implement its programs through national, regional and local sources; and obtains financial and other support to sustain NAPE's work. The Director is responsible for conducting potential funder research, working with staff to develop grant proposals, and writing and submitting proposals to funders. This includes promoting NAPE's programs and services to build its brand and increase visibility, and the successful implementation and evaluation of grant-funded projects. The Director of Grants and Development will also be a key leadership team member in the delivery of NAPE's Suite of Professional Learning Programs through these grant-funded projects and programs, often acting as principal investigator (PI) or co-PI on various projects.

NAPE's Director of Grants and Development plays a critical role in ensuring the success of the organizations mission.

Duties and Responsibilities

- Collaborate with staff to develop proposals that support NAPE's strategic plan and annual goals.
- Engage organization, members, district, college and research partners in creating collaborative proposals that leverage strengths and resources.
- Research and identify federal, foundation, regional, local, and other sources of funding
- Write federal, state and foundation grant proposals.
- Manage and coordinate the implementation of NAPE's grant-funded projects, including acting as principal investigator (PI) or co-PI on projects
- Deliver NAPE's suite of professional learning programs under grant-funded projects as PI or co-PI
- Develop and execute NAPE's annual fundraising plan.
- Secure financial support from individuals, foundations and corporations.
- Manage donor and funder contact data base.
- Develop and maintain ongoing relationships with donors in coordination with the CEO and regional directors.

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- Solicit corporate contributions and sponsorship for events; and oversee organization of special fundraising events.
- Manage proposal development and grant reporting tracker.
- Participate in the management and planning of the National Summit for Educational Equity annual conference.

Qualifications & Skillsets

- A master's degree in education, applied business, communications, marketing or any related field preferred.
- Preferred experience: 5 years of working in a grant management, development management, or working with education and/or workforce development systems.
- Demonstrated understanding of equity and diversity issues and experience working with programs designed to address educational equity and social justice.
- Experience developing and negotiating funding proposals, especially with federal agencies and foundations.
- Demonstrated development and fundraising skills with positive outcomes;
- Software: Familiar with donor management software and advanced Microsoft Office skills. Experience working with responsive web design tools such as Wordpress, survey and form tools such as Google Forms and Adobe Acrobat Pro. Expertise using cloud based productivity systems such as Basecamp, Highrise, Docusign, Google Drive/Docs, Microsoft Share Point and Dropbox.
- Excellent organizational, communication, and interpersonal skills with an exceptional professional attitude.
- Ability to work independently with strong initiative to solve problems autonomously. The candidate is a self-starter, creative, and is an expert in the use of technology to facilitate remote communication.
- Ability to lead/motivate others and work with a diverse team.
- Working knowledge of education, including federal education legislation and funding priorities.
- Demonstrated experience and success at telecommuting.

Special Required Conditions of Employment

- Must be able to travel for a few days at a time for grant-funded professional learning engagements, for quarterly visits to the national office, a week in April for the annual National Summit for Educational Equity, and to meet with funders and partners. 20% travel expected.
- If not located near the national office in Gap, PA, then employee may telecommute from a home office. The national office and Chief Executive Officer is located in Gap, Pennsylvania. Travel will be reimbursed based on the telecommuting policy.

Compensation and Benefits

Compensation is commensurate with experience and includes a competitive benefits package.

Application Process

For more information, and for application submission, contact Ben Williams, PhD, Vice President of Programs, at bwilliams@napequity.org, 614-596-5730.

- Submit a letter of interest that includes a summary of qualifications related to the responsibilities, desirable background, and skills.
- Submit a resume including a list of three references knowledgeable about your qualifications in the listed responsibilities.
- Submit a sample grant proposal collateral.
- Mailing address, email address, and phone number.

Deadline for applications: TBD, or until the position is filled. Start date: Immediately upon hiring

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Equal Opportunity Employer

The National Alliance for Partnerships in Equity Education Foundation is an equal opportunity employer. It does not discriminate in its employment or other practices against persons on the basis of gender, race, ethnicity, national origin, sexual orientation, age, disability or status as a disabled, Viet Nam era or more recent military action veteran. Persons from those groups protected by federal and/or state or local nondiscrimination statutes are strongly encouraged to apply.