



GENERATION CITIZEN MANAGER, GRANTS

Location: Remote, with preference to be located in one of GC's regions (Austin, Boston, New York City, Oklahoma City, Providence or San Francisco Bay Area)

ABOUT GENERATION CITIZEN:

Generation Citizen is transforming how civics education is taught by bringing the subject to life. We champion real-world democracy education that equips all young people with the skills and knowledge needed to effect change. To ensure that our democracy represents the voices of all people, we prioritize working with students from communities that have been historically excluded from the political process. In the classroom, our Action Civics program inspires robust civic participation by inviting students to engage directly with the local issues and institutions impacting themselves and their communities. We provide thought leadership, conduct research, and build coalitions to advocate for state and district level policies that ensure schools prioritize Action Civics.

Generation Citizen is in our 11th year of operations and has educated more than 90,000 students since our founding.

ABOUT THE ROLE:

The Manager, Grants will join the GC team and be a critical contributor to the organization's fundraising efforts. The Manager, Grants will come onboard during an exciting time for GC as we embark on a new strategic plan with a strong focus on centering racial equity in civics education and a new commitment to intentionally engage youth in our democracy. We also are in the process of finalizing a new CEO coming into the organization. This means the person in this role will play a critical role in translating this new strategic plan into compelling language to help GC cultivate new donors and engage existing donors in this bold and timely mission. The Manager will serve as the lead grant writer on major organizational grants. Additionally, this person will build and maintain the operational systems that support grant writing and tracking of grant applications, and provide strategic thought partnership to senior fundraisers and the Operations department on the viability of particular grants and their alignment with our strategic plan. The role merges both creative and systems-thinking, and is best suited for a highly collaborative and methodical professional, who will thrive with a strong, singular focus with space to innovate and find efficiencies in existing grant systems. The role will be part of the National Advancement team, and will partner closely with GC's Manager, External Communications; Manager, Finance, as well as regional fundraisers and other organizational



colleagues. The role will join the team as we work to rebuild our fundraising function, and will temporarily report to the CEO as we determine the best fundraising structure to align with our new strategic plan.

RESPONSIBILITIES:

- Reference the organization's new strategic plan, as well as historical resources (previous strategic plans, annual reports, previous grants), to inform grant writing and ensure a strong organizational voice that produces grants that are relevant, effective, and a true reflection of GC's values, impact, and ambitions.
- In a moment of heavy fundraising deadlines, draft, finalize, and submit major foundation, government, and private foundation grants, through the research and learning mentioned in the above bullet, as well as through collaborating with regional fundraisers and program staff to ensure local impact is authentically reflected in grants.
- Support leadership in strategy for operationalizing major grants throughout organization including implications for staffing, programming and initiatives.
- Manage all facets of major grant applications and submissions, which will include managing the organization's grant calendar in order to provide transparency to our internal team about GC's fundraising plan and priorities and ensure we are effectively planning and working consistently towards deadlines and fundraising goals.
- Maintain a repository of information (i.e., templates, language options, updated key data points. etc.) for use by colleagues responsible for small grants.
- Collaborate with GC's Finance Manager to create budgets for major grants and manage financial reporting for grants
- Collaborate with GC's External Communications Manager and colleagues on the National Program Team to comply with follow-up grant reporting and provide funders with relevant collateral and updates to support their learning and understanding of GC's work, as well as incorporate funder acknowledgements/recognitions into social media outreach.

THE FOLLOWING IS LIKELY TRUE OF OUR GRANT MANAGER'S EXPERIENCE:

- 3+ years of nonprofit grant writing experience showing progressive responsibility and success
- Experience coordinating grant writing and application processes, including collaborating with program and finance teams to align program elements and budgets with grant guidelines
- Experience working with Salesforce or similar platform, and a background of learning various new technologies to support work



MINIMUM REQUIREMENTS PREFERRED:

- B.A. or B.S. degree, or equivalent experience
- While all GC teammates are currently working remotely, we hope for this person to be based in one of GC's six regions (Austin, Boston, New York City, Oklahoma City, Providence or San Francisco Bay Area) with an ability to commute to a local office, once re-opened.

PERSONAL CHARACTERISTICS & NECESSARY COMPETENCIES:

- A deep commitment to and passion for Generation Citizen's mission
- A strong relationship-builder, empathetic listener, and giver (and receiver!) of direct and supportive feedback in order to connect to, engage and inspire others towards outcomes, as well as for personal growth
- Highly collaborative spirit, with a strong ability to project manage and get things done (individually and through others) in a fast-paced, dynamic environment; and strong ownership of personal actions and team outcomes
- Strong time management skills and an ability to stay organized and give attention to details while managing diverse tasks, activities, and projects
- Strong written and oral communication skills and the ability to maintain professionalism with diverse stakeholders
- Comfort using technology and platforms such as Google Docs/Sheets and MS Office applications

OUR COMMITMENT TO DIVERSITY IN HIRING:

Generation Citizen is an equal opportunity employer and places a high value in creating a workforce that reflects the diversity of the communities we serve. Generation Citizen does not discriminate against any employee or applicant for employment because of race, color, ethnicity, religion, gender, sexual orientation, gender identity or expression, national origin, disability, age, marital status, military status, pregnancy, or parenthood. We believe diverse teams are effective teams, and that innovation is only possible when a set of diverse experiences and perspectives are at the table. We were founded by a college student over 10 years ago, and we're building a racially diverse, mission-driven team that brings learning to the civics education community from various fields and sectors such as youth organizing, youth development, political campaigns, racial justice, and education. What does this mean? We have an inherent appreciation for those who may have taken a non-traditional path to the work they want to do with us and people with untapped potential. We have flexibility around formal education, and our minimum requirements are preferred but not mandatory. We are willing to train a passionate, learning-oriented person with a history of getting results, even if that history is different from the exact descriptors of what they'll be doing within the role.

WHAT WE OFFER:



Generation Citizen offers a competitive salary commensurate with experience and location (our salary model takes into account cost of labor), with the potential for annual organizational-performance based raises. We offer a comprehensive benefits plan, covering the majority of the employee premium for all medical plan options. Other benefits include dental and vision plans, disability, life insurance, parenting benefits, flexible spending account options, generous vacation time plus a winter break between December 24 and January 2 of each year, commuter benefits, and a 401(k).

At Generation Citizen, we believe each of us has the capacity to make a difference within our communities. Our hope for a better democracy, and brighter future for all, fuels our commitment to seek systems-level responses and solutions to present challenges. We invite collective inquiry, experimentation, failure, and resilience to inspire inventive outcomes, learning, and growth. We strive for an inclusive work environment where employees are encouraged to bring their whole selves to work every day, and work to create a collaborative, fun team of colleagues driven by our [big mission](#) and equipped with our [core values](#).

HOW TO APPLY:

Complete [the application](#) and be sure to attach a resume and cover letter. The Talent Manager will reach out to qualified candidates to schedule a phone screen. **We appreciate it if you could refrain from reaching out to GC team members directly to inquire about the position or status of your application.**

While the hiring timeline is subject to change, the GC team hopes to have our new Manager, Grants in seat by **October 19**. We encourage applicants to submit their applications early.