



Connecting Students & Volunteers
for Results that Count

Job Title: Grants Manager

Grants Manager: Part Time • Charlotte, NC • 20 hours per week

About the Organization: Heart Math Tutoring (“Heart” or “Heart Tutoring”)

We believe volunteer tutors can be a powerful resource for students if given tools and support, and we believe all children can achieve high levels of understanding in math – a critical competency impacting long-term opportunity. As such, Heart Tutoring recruits and supports over 1,300 volunteers as tutors across 23 Charlotte elementary schools with a mission of ensuring that all elementary students develop the strong foundation in math and enthusiasm for academics needed for long-term success. We focus on students who are economically disadvantaged in low opportunity areas. The program became a 501c3 nonprofit in July 2014. To date, 98% of Heart students have met program growth goals, and over 90% of math teachers report that students show increased enthusiasm and/or confidence towards academics because of the program. Over the next five years, Heart Tutoring seeks to grow its services from supporting 1,190 students (23 schools) to 2,000 students (35-40 schools) in Charlotte while sharing the model with other cities.

We are excited to add a new member to the team as the organization enters its next phases!

Visit www.hearttutoring.org for more information.

About the Role: Grants Manager

Heart has seen tremendous generosity from the community that has enabled the program to now partner with 23 schools with a \$1.5M operating budget in its first seven years of operation. While 5% – 20% of the budget comes from earned revenue, over 80% of general operating dollars come from philanthropy, both from volunteer tutors and their organizations and from education-focused donors and foundations.

The Grants Manager will work closely with Heart’s Director of Donor Engagement and the Donor Relations Coordinator to secure the philanthropy portion of Heart’s budget, which is projected to grow to \$2.2M over the next five years. Heart is looking for someone who will focus on securing 60-70% of the budget (\$1.1M in FY21) by maintaining and expanding its grants portfolio.

The Grants Manager is a member of the development team, reports to the Director of Donor Engagement, and works in collaboration with Heart’s program and business operations staff. The ideal candidate will have two or more years of nonprofit fundraising or strategic communications experience and a track record of securing buy-in through written proposals.

Work will be a mix of remote and in-person, with the Grants Manager engaging in selected team meetings and accountable for a thorough understanding of the organization’s strategic direction.

Key Responsibilities

Grant Writing (90%)

- With support from the Director of Donor Engagement, the Grants Manager will plan, apply, and report back to secure ~60-70% of Heart’s budget from foundation and corporate partners. The ability to precisely explain the program, community need, and program results is critical.

- Support the Executive Director and Director of Donor Engagement in maintaining strong relationships with key funding partners by tracking interactions and coordinating stewardship plans.
- Develop a deep understanding of Heart’s program to ensure integrity and quality of proposals, applications, and reports.
- Collect and synthesize information as needed to make the strongest case for support.
- Maintain consistent systems and best practices for grants management and fundraising.

Grant Research (10%)

- Research funding opportunities from corporations and foundations that support Heart Tutoring’s goals and make plans for Heart to apply.

Key Skills - To be successful in this role, you will need the following skills.

- Exceptional technical skills in the areas of writing, analytics, presentation of budgets and financials, and making a tailored case for investment.
- Organization skills, time management skills, and problem-solving skills.
- Ability to manage large amounts of information with attention to detail and accuracy.
- Ability to craft compelling and concise communications for requests, evaluation, and reporting.
- Strong computer skills, including Word, Excel, PowerPoint, email and contact management, CRM tools, and file sharing systems.
- Interpersonal skills for developing and maintaining strong, respectful, and collaborative relationships with co-workers and supporters.
- Ability and willingness to incorporate feedback into your work product.
- Strong work ethic and ability to self-motivate, working both with close direction and on your own.
- Ability to communicate effectively about the organization’s mission, vision, and priorities.

Required Experience:

- 2+ years of experience of technical writing or strategic communications (e.g., grantwriting, financial analysis or legal writing, communications consulting)
- Formal or on-the-job training in nonprofit or business strategy and creating complex proposals (e.g. experience reviewing investor proposals or grant proposals, experience writing investor proposals or grant proposals, experience synthesizing information to writing company/industry analyses, strategic communications/marketing experience, Nonprofit or Business Management courses)
- Has completed successful projects involving attention to details and precise planning
- (Preferred) Knowledge of foundation and corporate funding processes and requirements
- (Preferred) Background in development and grant writing

Personality / Interests - Please apply if Heart’s core values describe you:

- Student-centered – Has demonstrated passion for Heart’s specific mission. Does what is best for students first, when conflicts arise.
- Gratitude – Is comfortable with and will contribute to a culture of philanthropy. Celebrates students, tutors, donors, and schools and believes working with those stakeholders is a privilege.
- Growth-Mindset – Has proven to be a reflective & resourceful learner.
- Precision and Professionalism – Believes in the importance of data and attention to detail. Is ready to contribute to a high-touch experience for Heart constituents.
- Civic Engagement – Has a track record of volunteerism and contributions to the community, with the belief that the community succeeds together.

To apply: Submit the following documents to communications@hearttutoring.org, use the subject line, “2020 Grants Manager”, and address correspondence to Sally Dudley.

- Resume – standard format including education and GPA, work, and volunteer experience
- Cover letter – standard, 1-page format explaining your interest in the role and why you believe you are a good fit

Anticipated Timeline: Interviews begin in late-July

Compensation: \$20,000 - \$30,000. Commensurate with experience. We are open to part-time salaried or an independent contractor relationship.

Other: Mix of independent and collaborative work. We are looking for a long-term fit

Commitment to Inclusion, Diversity, and Equity: Heart Math Tutoring actively engages individuals from all backgrounds. We believe that our differences make our team stronger, and we also know that our students benefit from working with adults from all backgrounds. Our team is actively working to build an inclusive and racially equitable culture. As an equal opportunity employer, Heart Math Tutoring is committed to providing employment opportunities to all qualified individuals and does not discriminate on the basis of race, color, ethnicity, religion, sex, gender, gender identity and expression, sexual orientation, national origin, disability, age, marital status, veteran status, pregnancy, parental status, genetic information or characteristics, or any other basis prohibited by applicable law.