



Position:	Grants Manager
Status:	Full-time
Salary Range:	\$70,000 - \$75,000
Benefits:	100% individual coverage and 75% family coverage with a gold-level health care plan, retirement plan with employer match, and flexible schedule
Location:	Washington, DC-based (in-person/remote work hybrid)
Start Date:	Fall 2024

About One World Education

The mission of One World Education is to transform students into writers with voice, knowledge, and purpose. Through a program model that connects writing to social justice, One World Education leads the largest writing program in Washington, DC schools. Since 2007, students participating in One World Education programs have become critical researchers and skilled writers; two essential skills needed for college and career success.

Position Overview

One World's Grants Manager is an amazing writer, detail-oriented, overly organized, and loves to interact with people around important causes. This team leader will manage all aspects of Tier-2 (T2) grant partnerships. This position is designed to prepare a high-potential development and nonprofit professional for long-term leadership in the nonprofit development community.

Grant Program Leadership

25%

- Contribute to the annual Grants Calendar
- Contribute to all T2 grant prospects and lead research for all T2 prospects
- Contribute to the Master Grant Application and bi-annual Report Template
- Contribute to the annual (July) and 6-month (January) Master Performance Reports
- Manage systems for all T2 funder and prospect overviews and reports
- Manage all T2 grant movement in Salesforce
- Co-lead a foundation-relationship strategy for all T2 grant partners
- Contribute to annual and grant-specific budgets
- Co-facilitate monthly program team meetings to secure stories, successes, and challenges
- Navigate T1 grant data systems (Learn24, OSSE, etc.)

Tier-2 (T2) Grant Leadership (grants < \$100K)

75%

- Renew and increase all existing T2 grant partnerships (~25 Grants)
 - Sustain relationships with all T2 grant partners
 - Complete all T2 grant requirements to ensure 100% funding
 - Engage in learning communities with all T2 grant partnerships
 - Ensure full compliance for all T2 grant partnerships
 - Conduct background research and prep CEO and/or Senior Grants Mgr. for funder meetings (participating when appropriate)
- Submit applications to 10 new T2 grant partnerships
 - Establish a relationship with all T2 grant partnership prospects
 - Research and contact new grant opportunities
 - End year with 5-10 new T2 grant prospects for FY26



Skills and Qualifications

- Exceptional written and verbal communication skills required
- Unwavering commitment to educational equity and improving public education
- Bachelor's degree required
- Minimum 3 years of grant writing/development experience in the nonprofit sector
- Direct or related experience with Enterprise Grants Management System (EGMS) preferred
- Comfort managing multiple priorities in a fast-paced environment
- Ability to positively influence and build relationships with a diverse array of stakeholders
- Impeccable judgment to effectively interact with internal and external stakeholders
- Responsive to feedback, with the capacity to learn quickly and continuously
- Excellent technical skills: Microsoft Office, Google Suite, Salesforce, donor tracking software

Commitment to Equity & Diversity

One World Education is an Equal Opportunity Employer. We value diversity – we are and want to continue to be people of multiple ethnicities, perspectives, and life experiences. We seek qualified candidates from all backgrounds who believe in our mission and align with our values. We prohibit discrimination in employment on the basis of race, color, religion, creed, sex (including sexual orientation and gender identity), national origin, ancestry, age, veteran status, disability unrelated to job requirements, genetic information, military service, or other protected status.

Work Environment

This position currently operates in a hybrid manner, but we require our staff to be available to work out of One World Education's Washington, DC office and to attend local program and development events. Remote work requires logging onto your One World Education-issued computer during work hours, responding to emails, and participating in video calls and meetings throughout the day; therefore, access to high-speed, reliable internet is crucial. One World provides all required equipment and supplies to undertake the tasks of the job (laptop, monitors, and other accessories).

This job also consists of regular work time beyond the normal workday several times a year. A revised work schedule will be developed during these periods to clarify expectations. The position includes typical physical and mental demands that require prolonged sitting, eye-hand coordination, and manual dexterity sufficient to operate office equipment. Requires a range of hearing and eyesight to communicate with staff, stakeholders, and the Board.