

The Public Education Foundation Grant Development Assistant Director

The Foundation

The Public Education Foundation is a nonprofit organization dedicated to mobilizing community and global resources to meet the challenges of educating a growing and diverse Southern Nevada population. The Foundation's programs and initiatives are designed to improve student performance and advance quality educational opportunities for all children.

The Position

The Grant Development Assistant Director is responsible for the preparation of proposals and grant applications, and performance of responsible professional and administrative work in researching, identifying, developing and responding to grant opportunities from a variety of sources: corporations, foundations, individuals, and government agencies. In addition to developing funding sources to support existing and planned program activities, the position is also responsible for collecting, analyzing, and reporting data on the performance of program activities.

This position is directly responsible to the Senior Vice President, Educational Reform Programs and Initiatives Unit.

Essential Duties and Responsibilities

The list of Essential Duties include, but is not limited to:

1. Generate revenue for programs and services through timely submission of compelling, well-researched, well-written and well-documented grant proposals.
2. Conduct prospect research to identify, cultivate and solicit new grants.
3. Collect and synthesize information about existing programs to ensure integrity and quality of proposal writing.
4. Initiate ongoing communication with The Foundation staff to analyze funding needs, gaps and opportunities.
5. Work with key staff to develop and implement strategies for educating and stewarding donors.
6. Develop materials and present progress of programs for donor updates and ongoing communication.
7. Serve as a liaison to all funding agencies or organizations, as appropriate.

Position Expectations

Qualified candidates should possess excellent written and verbal communication skills, computer skills, and database management skills. The candidate must be highly organized with the ability to implement systems and follow-up processes, able to effectively work under pressure, use independent judgment and produce a quality work product within tight time constraints. Additional expectations include:

1. Ability to synthesize complex information, using intuition and experience to complement data.
2. Ability to develop alternative solutions when identifying and resolving problems in a timely manner.
3. Possess strong analytical skills, good judgment and willingness to take direction and provide constructive feedback.
4. Ability to deal with a range of styles and behaviors in a tactful, pleasant and personable manner.
5. Ability to multi-task, prioritize, and reprioritize in order to meet deadlines.
6. Self-starter with attention to detail and excellent organization skills.
7. Skill-set to manage projects with minimal supervision.
8. Exhibit professional and diplomatic demeanor and conduct in all interactions, both internally and externally.
9. Ability to work under pressure, while maintaining attention to details and meeting deadlines.
10. Strong organizational skills and basic software competencies in Microsoft Access, Excel, Word, and PowerPoint.
11. Ability to work flexible hours when required.

Minimum Qualifications

Education and Training

1. An earned bachelor's degree from an accredited college or university in a relevant field.
2. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada and reliable access to personal vehicle.

Experience:

Minimum two (2) years of experience that demonstrates a proven track record in securing new funding opportunities; comprehensive knowledge of research, and the ability to distinguish and identify funding opportunities for special programs.

Preferred Qualifications:

1. Education and/or teaching background
2. Nonprofit experience

Application

Persons interested in the position and who meet the minimum qualifications should submit a letter of interest and a resume via email to Ashlee Redden at aredden@ccpef.org.

The position is open until filled.

Please direct all inquiries to Human Resources at The Public Education Foundation 702-799-1042.

An Affirmative Action/Equal Opportunity Employer

This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, age, disability or national origin.