



Director of Grants and Community Impact

PEF

The Public Education Foundation (PEF) partners with the community and the Clark County School District (CCSD) to meet immediate, critical education needs that will strengthen public schools.

PEF envisions a community united to ensure every public school student in Clark County can succeed and achieve their dreams.

PEF was created in 1991 by business and community leaders who were propelled by a belief that improving Las Vegas public schools was too big a task for a school district to undertake alone. For more than 30 years, PEF has maximized local resources to serve public school students, families, and educators most efficiently.

PEF is an independent 501(c)(3) nonprofit Nevada corporation and has a portfolio of programs and initiatives to support Las Vegas students, parents and educators including:

- **Scholarships Plus**, which this year will provide \$4 million in college scholarships to help students pursue their dreams of attending college or vocational school.
- **Teacher Superstore**, which provides school supplies to teachers to reduce their out-of-pocket expenses. These supplies are then passed along to students who often can't afford them.
- **Family Learning Program** which utilizes national best practices to empower families to support their child's learning more effectively at school and strengthen life skills that help disrupt generational poverty.
- **Teacher Pathway**, which recruits, supports, and retains local diverse, qualified individuals committed to a teaching career in CCSD. This "grow your own" teacher training program focuses on addressing Clark County's chronic teacher shortage.
- **Science, Technology, Engineering, and Math (STEM) Coalition**, which provides tools and support to elementary school teachers so they can incorporate engaging STEM content into their classrooms. The goal is to spark student interest in STEM careers at an early age to support Nevada's economic diversification and development.
- **Artists with Kids**, which inspires CCSD students to express their creativity and foster a lifelong engagement in the arts by creating experiences that connect them with community artists.

PEF is undergoing a transformation of its culture. Our organization is uniquely positioned to unite the community we serve on behalf of students at a time when there is a need for more stability and collaboration in the system. We hope to lead this work by example. A new leadership team is rapidly developing an open and engaging work environment that enables every team member the opportunity to work to their full potential. We have a small and collaborative team in which each member has the opportunity to significantly impact their work on behalf of children.

For more information on the Public Education Foundation, please visit our [website](#).

The Position

The Director of Grants and Community Impact is responsible for all aspects of the grant lifecycle including, identifying sources of support for new and existing programs, developing coherent and compelling responses to grant opportunities from diverse sources, and monitoring and reporting required progress to funders. Funders could consist of corporations, private foundations, individuals, and government agencies. In addition to grant writing, the position is also responsible for collaboratively developing evaluation plans for new and existing programs. Minimal duties of collecting, analyzing, and reporting data on the performance of program activities is required. This position is directly responsible to the President.

Essential Duties and Responsibilities

The list of Essential Duties is not exhaustive and may be supplemented.

1. Ensure the integrity of the grant management process for all federal and non-federal grants is maintained.
2. Generate revenue for programs and services through compelling grant proposals.
3. Conduct prospect research to identify, cultivate, and solicit new grants.
4. Collect and verify information about existing Foundation programs to ensure the accuracy and quality of each proposal.
5. Initiate ongoing communication with Foundation staff to analyze funding needs, gaps, and future opportunities.
6. Develop materials and present the progress of programs for donor updates and ongoing communication.
7. Work with program managers to develop, monitor, and continually improve data collection methods that demonstrate program impact.
8. Work with staff to ensure the compliance measures and deliverables outlined in each grant are met.
9. Serve as a liaison to all funding agencies or organizations, as appropriate.
10. Other duties as assigned.

Position Expectations

1. Ability to communicate clearly orally and in writing.
2. Possess strong analytical skills, good judgment and willingness to take direction and provide constructive feedback.
3. Ability to multi-task, prioritize, and reprioritize in order to meet deadlines.
4. Self-starter with attention to detail and excellent organization skills.
5. Ability to manage projects with minimal supervision.
6. Exhibit professional and diplomatic demeanor and conduct in all interactions, both internally and externally.
7. Strong organizational skills and basic software competencies in Microsoft Access, Excel, Word, and PowerPoint.
8. Ability to create and implement new systems and processes that will increase internal efficiencies.
9. 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 or 5 years of relevant grant experience.

Experience:

1. Minimum three (3) years of successful experience in grants management of federal and non-federal funds.
2. Minimum two (2) years of successful experience in grant prospecting and proposal development.

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 ashlee.redden@thepef.org.

The position is open until filled.

Please direct all inquiries to Human Resources at 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.