



Public Charter High School

Job Description

Development Manager, Grants

Overview: Thurgood Marshall Academy (TMA) is a public, nonprofit, law-themed charter school in the District of Columbia that prepares an enrollment of roughly 400 students in grades 9-12 to succeed in college and to actively engage in our democratic society. Applicants can learn more about Thurgood Marshall Academy by visiting the school's website: www.thurgoodmarshallacademy.org.

TMA seeks a Development Manager, Grants to oversee its public and private grants management. As a member of the development team that reports to the Development Director, the Development Manager, Grants coordinates among other departments to raise funds necessary to maintain essential services and invest in new programming.

Duties and Responsibilities: The position manages and executes the grants process, including grant financial management; supports programmatic outcome tracking; and provides budget and operational support. Specific responsibilities include:

Grant Compliance- 50%

- Budgeting and allocating grant funding in accordance with the school's budget, including analyzing expenses to ensure alignment with grant requirements;
- Collaborating with finance and accounting teams to assure organizational compliance;
- Preparing quarterly and monthly financial reports; and
- Facilitating quarterly time & effort processes.

Grants Management and Coordination- 30%

- Managing and executing the public and private grants process, from researching and tracking to submissions, reporting/compliance, and reimbursement requests;
- Maintaining the schedule of grant financial reports due dates, working across departments to provide the required reports to funders;
- Facilitating internal grant meetings across departments for grant applications and post-award implementation;
- Prospecting and researching potential funders;
- Managing relationships with funders, including attending grant meetings and overseeing site visits; and
- Collaborating with Development team members to develop messaging to institutional partners/funders.

Other Development Support- 20%

- Maintaining digital database systems;
- Supporting the departments individual giving efforts; and

- Providing support as needed to the department and schoolwide.

Knowledge and Ability Requirements:

- Highly organized, detail-oriented self-starter with the ability to manage competing deadlines;
- Ability to manage sensitive and confidential information with discretion;
- Understanding of accounting functions preferred;
- Prior experience with administering federal grants preferred;
- Advanced Excel and Microsoft Office skills;
- Collegial, team-oriented working style, with a willingness to share in both strategic thinking and administrative tasks;
- Superior organizational, time management, and multi-tasking skills, including strong capacity to create and manage project tracking systems;
- Interest in education and working with youth preferred.

Education and Experience: Candidates must have a Bachelor's degree, with at least five years' work experience, preferably in nonprofit finance and/or fundraising.

Compensation and Benefits: Salary range starts around \$60k. Compensation includes generous benefits (medical/dental/vision, disability/life insurance, and 20 days PTO). Due to the current pandemic most employees are currently working remotely but being physically present in the office may be a requirement.

How to Apply: Submit a resume and cover letter to Faith Oviedo, Director of Development & Strategic Partnerships, at foviedo@tmapchs.org, referencing "Development Manager, Grants" in the subject line.