



Context

New Orleans is well-positioned to become the first great urban public school system in America. Our system empowers educators to make decisions based on student need, holds schools and leaders accountable for academic and equity outcomes, and empowers families to choose the best schools for their children. Over the past decade, we have witnessed unprecedented growth in student performance, including dramatic increases in ACT scores, high school graduation rates, and college enrollment rates. While we have moved beyond a state of crisis, New Orleans still has a long list of systemic challenges, gaps, and inequities. We must do better.

NSNO's mission — delivering on the promise of excellent public schools for every child in New Orleans — drives everything we do. To achieve this mission, NSNO has three core strategies 1) we help schools make the instructional shifts necessary to meet more rigorous standards, 2) we invest in schools and partner with OPSB to improve the quality of New Orleans school options, and 3) we take an active role in coordinating solutions to the city's teacher recruitment and retention challenges. Our commitment to supporting schools, students, parents, and educators and maintaining an environment that fosters greatness in our city's schools will not waiver until all New Orleans children have access to an excellent education.

Role and Responsibilities

NSNO's Development team is responsible for fundraising for the organization's internal operating and programming budget and for large philanthropic and federal grants for schools and education organizations across the city. The Director of Development, Federal and Foundation Grants, plays the important role of project managing and developing written content for federal grant and complex foundation and corporate grant applications. They will contribute content to compliance reports and communications with donors. Specifically, this role will:

- Lead on project managing complex federal grant application processes
 - Create detailed work plans to guide the process
 - Develop and implement strategies for engaging and aligning potential co-applicants (e.g. charter school CEOs, district leaders, education non-profit leaders, etc.)
 - Manage communications between all stakeholders (internal and external)
 - Set deadlines for stakeholders and follow up to ensure timely completion of tasks
 - Develop management plans for the proposed project as dictated by the application
 - Lead on compiling all documents, forms, and information required in appendices
 - Work alongside team members writing application narrative to ensure consistency across the package
 - Manage submission process
- Project manage and develop content for foundation and corporate grant applications, including:
 - coordinating with various internal and external stakeholders to craft exceptional applications
 - working with the finance and development teams to determine appropriate funding asks and project budgeting
 - writing and revising application content; meeting all deadlines to ensure timely submission of materials
- Project manage and develop content for foundation and corporate grant reports, including:
 - gathering content from team members to provide data on progress of project
 - working with the finance team to ensure accurate reporting of financial information
 - writing and revising report content; meeting all deadlines to ensure timely submission of materials
- Help maintain tracking systems for donor cultivation activities, grant reporting needs, and funding opportunities
- Draft written communication (one pagers, etc.) on NSNO initiatives for multiple audiences, engaging donors of varied interests and priorities
- Conduct prospect research on private foundations, corporations, and individuals; track federal government requests for proposals
- Support the creation of overall fundraising strategy, including regular analysis of funding gaps and prospects

This is an exciting opportunity for anyone who:

- gets energy from taking a complicated set of information, synthesizing it, and pulling it together into a cohesive narrative
- is excited by managing multiple stakeholders to outcomes
- is deeply curious about NSNO's programming

Delivering on the promise of excellent public schools for every child in New Orleans.



Requisite Qualifications

- Project management skills: the ability to manage large projects with multiple stakeholders by effectively communicating and managing “up” and “across” the organization, as well as managing external stakeholders
- A high degree of conscientiousness leading to excellent work product, strong attention to detail, and the ability to both set and meet internal and external deadlines
- Strong organizational skills, including the ability to generate and follow work plans and meet deadlines, while remaining flexible to others’ needs and priorities
- Excellent written and oral communication skills; previous experience with grant reporting or similar types of writing preferred
- Strong proactive problem-solving and critical thinking skills
- Strong relationship-building skills and the ability to adapt communication styles to work effectively with a wide variety of internal and external stakeholders with multiple priorities
- An eagerness for continuous personal development and a history of executing on feedback to improve performance
- Proficiency with all Microsoft Office programs; specifically, a high-degree of comfort with Microsoft PowerPoint and Excel

Application Instructions

To apply for this position please visit: <https://nsno.wufoo.com/forms/dir-of-development-federal-and-foundation-grants/>

New Schools for New Orleans (NSNO) is an Equal Employment Opportunity employer and has a strong commitment to building a diverse and inclusive team. As such, it is the continuing policy of NSNO to consider all applicants without regard to race, color, religion, national origin, age, gender, sexual orientation, genetic information, veteran status, physical or mental disability, or any other categories protected by applicable federal, state, or local law, provided they are otherwise able to perform the essential functions of the job.