



Grants & Communications Manager

Global Village Project, Inc.

11/28/18

In 2014, The Nobel Peace Prize went to Malala Yousafzai, who was only 17 at the time, for her tireless advocacy to ensure that girls have the opportunity to be educated. It is the goal of Global Village Project (GVP) to make this educational vision for changing the world a reality for young women who have survived the war-torn journey from their countries to Atlanta, Georgia.

Almost 10 years' ago, GVP launched an innovative high school preparatory program for refugee teenage girls with interrupted schooling. The school's mission is to develop a strong educational foundation for each student within a caring community, using a strengths-based approach and intensive instruction in English language, literacy, academic subjects and the arts. Located in Decatur, Georgia, the school's full day academic program serves 40-50 students, ages 11 – 19. With more than 70% of Georgia's limited English learners dropping out of school, we are proud to see that 96% of GVP alumni who complete the three-year program are successfully moving through high school and college.

The Grants & Communications Manager is responsible for fundraising through the management of the grants program, fundraising communications and public relations. Reporting to the Director of Development, the Grants & Communications Manager will be an active participant in strategic decision-making.

Responsibilities include:

- Contributing to the development of an annual fundraising strategy that is tied to specific fundraising goals for grants, and to the development of a stewardship strategy for funders.
- Proactively generating grant funding opportunities based on research, funder cultivation, and the development of funder relationships in coordination with the board, development committee, key stakeholders and the Executive Director.
- Maintaining an up-to-date grant tracking system and grant submission calendar in Salesforce, as well as all grant-related electronic records.
- Developing, drafting and preparing high-quality LOIs and grant applications for submission ahead of deadlines.
- Tracking grant requirements, prepare grant reports, and ensure good stewardship of funders.
- Developing, drafting and preparing high quality donor communications and marketing collateral, including but not limited to annual report, donor solicitations, website, and social media program.

- Supporting and coordinating requests for public relations meetings and opportunities, including talking points and organizational background materials.
- Coordinating with Donor Relations Manager & Bookkeeper to supervise Data Specialist.
- Other duties as required.

Qualifications:

- College degree or the equivalent in experience.
- One to three years' experience in grant research and writing, with demonstrated writing and communications skills. Additionally, at least one year marketing experience preferred.
- Demonstrated excellence at meeting deadlines and maintaining a high-level of organization, as well as strategic thinking.
- Experience using Salesforce or other donor management system.
- Proficiency in Microsoft Office Suite required.
- Excellent interpersonal skills. Must work well with others in a highly collaborative organization.
- Commitment to the mission and values of Global Village Project.

Job Type: Exempt, Full-time

GVP is an equal opportunity employer. Salary range is \$45,000-\$55,000, commensurate with experience. Health insurance benefits are offered to employees. GVP provides the opportunity to work within a vibrant community dedicated to teaching and learning, research, and social service. The position requires a criminal background check.

Job opportunity closes when the position is filled. Please submit a cover letter answering the questions below and resume to: jobs@globalvillageproject.org.

1. What makes you an exceptional candidate for this position at Global Village Project?
2. Why do you want to work at Global Village Project?

To learn more about our organization, please visit www.globalvillageproject.org