



Monarch School Project Development and Grants Manager

Monarch School Overview

Monarch School Project nurtures resilience in unhoused youth and their families. We empower students to influence their own growth in the areas of academic success and social-emotional learning and we reinforce the existing strength of families so that students can thrive in school and in life. Monarch School is a K-12 public school providing up to 300 students daily with a WASC-accredited education, mental health support, social engagement opportunities, college and career preparation as well as basic necessities. Monarch School is a public-private partnership between the San Diego County Office of Education and the nonprofit Monarch School Project (MSP), a 501(3) corporation. For more information, please visit www.monarchschoools.org.

Position Summary

Monarch School is seeking an energetic and innovative individual to join our development team as the Development and Grants Manager. This pivotal role supports the Director of Development in donor communications, timely submission of reports, goal tracking and donor relationship management. The primary responsibilities include grants management, database management, and managing annual fundraiser Raise Up, and our annual art exhibition, Metamorphosis. The ideal candidate will possess excellent organizational skills, attention to detail, and the ability to communicate and collaborate effectively with both internal and external stakeholders. Reporting directly to the Director of Development, this role also involves close collaboration across departments and teams.

Reporting Relationship

The Development and Grants Manager reports directly to the Director of Development; however, this position works closely with the Chief Development Officer (CDO) and other staff members to ensure that all elements of this position effectively and efficiently serve the needs of the MSP staff and student body.

Supervisory Responsibilities

This position may have supervisory responsibilities of other staff members as assigned.

Position Responsibilities and General Responsibilities

The individual will perform the following duties and responsibilities along with other tasks that may be assigned:

Grants Management (60%)

- Manage the pre/post grant application processes, including preparing grant proposals, budgets, and supporting documentation for private/government grants.
- Collaborate with internal teams and Senior Leadership to gather program information and analyze requirements for grant applications and reporting.

- Maintain and update annual Grant Tracker cycle of reporting, proposals and contract templates as needed.
- Research and identify potential grant funding opportunities that align with the organization's mission and goals.
- Prepare and track award letters for grants across program areas.
- Provide regular updates to the Director of Development on due dates, timelines, and grant information.
- Develop grants and create reports within tight deadlines.
- Oversee the ACH payment process, in conjunction with the Accounting Team, ensuring proper documentation and verification of banking information.
- Manage qualitative/quantitative data tracking in conjunction with the Evaluation Team.
- Cultivate and manage relationships with grantors, foundations, and other funding sources.
- Maintain current donor profiles.
- Utilize standard tracking tools (Excel, Word, GrantHub, RaisersEdge, GrantGopher, and Candid) to research and track proposals/reports, in coordination with the Director of Development.
- Attend meetings with grantees on behalf of the organization

Community Engagement (30%)

- Manage annual fundraising event, Raise Up for Monarch, and our annual art exhibition, Metamorphosis, taking charge of event and program coordination in conjunction with event planning consultant. This includes overseeing all aspects of event planning from initial concept development to post-event evaluation, ensuring seamless execution and adherence to timelines and budgets.
- Represent Monarch School publicly as needed, including attending and participating in evening and weekend events, promoting our mission to prospective donors.
- Conduct tours for prospective donors and special guests.
- Build and maintain critical relationships with key local organizations, partners, and community stakeholders, fostering collaborative opportunities and enhancing Monarch's visibility and network.
- Oversee design and production of donor recognition and appreciation communications, ensuring timely and personalized acknowledgements.

Administrative Support (10%)

- Proficient in utilizing Blackbaud Raisers' Edge platform for donor record management, prospect research, reporting, gift acknowledgement processing, and providing departmental support.
- Review and distribute the Weekly Donor Report to the CEO.
- Work closely with the Marketing and Communications team to craft compelling materials that effectively support fundraising activities, enhancing donor engagement and awareness of Monarch's impact.

General Responsibilities

- Exemplify Monarch's Core Values of Community, Relationships, Strength and Healing
- Serve as a role model to students by setting the highest standards of professional and personal conduct, honesty, integrity and ethical behavior and ensuring that "Students Come First" at all times
- Protect students' rights, safety, health, privacy, welfare and best interests at all times
- Know available resources at Monarch and refer students to appropriate staff for additional support

- Participate in professional development
- Perform other duties and projects as assigned

Education and Experience

- Bachelor's degree from college/university required.
- Two (2)+ years of previous experience in nonprofit fundraising preferred.
- Two (2)+ years of professional grant-writing experience required.
- One (1) + years of experience in event management is preferred.
- Familiarity with the Blackbaud Raisers' Edge platform and functions; 1-2 years experience preferred.

Preferred Skills

- Ability to write clear and concise reports, business correspondence, marketing and communication materials, and procedures. Ability to effectively present information in writing or verbally responding to questions from staff and the leadership team.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- Proficient using Microsoft Office applications (Word, Excel, Outlook and PowerPoint). Previous experience with donor databases, Raiser's Edge is a plus.

Certificates and Licenses

A valid California Driver's License.

COVID-19

Monarch School Project employees must be fully vaccinated against COVID-19 and provide proof thereof, or receive an HR-approved medical or religious exemption. You are required to comply with the vaccination documentation requirements as soon as practicable and as a condition of employment. If you wish to be considered for a medical or religious exemption, you are expected to request an exemption in writing by emailing HR@monarchschoools.org as soon as possible.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions. The noise level in the work environment is usually moderate.

Equal Opportunity Employment:

Monarch School Project is committed to non-discriminatory hiring practices that are focused on equity and inclusion and that balance experience and education as qualifications. MSP provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy,

age, genetics, national origin, protected veteran status, disability status, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Job Status and Compensation

This is a full-time, permanent, salary position, with pay starting at \$67,000.00 to \$72,000.00 per year (depending on experience).

Competitive benefits package includes: Paid Time Off (PTO) starting at three weeks per year, eight paid holidays, five weeks of paid school breaks per year, Medical, Dental, Vision, and Life insurances funded by Monarch, FSA with employer contribution, 401(k) with 100% match of up to 6% of salary, Employee Assistance Program (EAP), parking and transportation reimbursement, and a \$2400 per year Education Supplement Benefit that can be used for tuition reimbursement, student loan reimbursement or 529 College Savings Plans.

Application Process

Interested candidates should email a resume, cover letter, and one letter of recommendation to HR@monarchschoools.org with “**Development and Grants Manager**” in the subject line. This position will remain open until filled.