

Grants Specialist

Start Date: Immediate
Team: Finance
Location: New Haven CT, Providence RI, Brooklyn NY, Stamford CT

About Achievement First:

Achievement First, a non-profit 501(c)3 charter school management organization, operates over 30 public charter schools in Brooklyn, Connecticut and Rhode Island. The mission of Achievement First is to deliver on the promise of equal educational opportunity for all children, regardless of race or economic status. Achievement First currently educates more than 12,600 students in historically underserved neighborhoods, with over 90% of our students identifying as Black and Latino. With its college-preparatory focus, the Achievement First approach is attaining breakthrough academic gains throughout the network. Beyond our students and schools, Achievement First is an engaged and prominent partner in the larger conversation about how to improve public education and student achievement in our country.

Achievement First's approach to teaching and learning enables every student to succeed at the highest levels. This involves:

- Recruiting and developing successful teachers and school leaders and empowering them to use student data to strategically drive instruction;
- Creating a joyful school culture where it is "cool to be smart" that emphasizes character education and focuses students on college;
- Providing students with more time on task and intense intervention when they are struggling so that no child falls through the cracks.

For more information about Achievement First's mission, approach, schools and team, please visit our website at www.achievementfirst.org.

Summary

Achievement First seeks a Grants Specialist that will serve as the point person for the application and financial management of all competitive and non-competitive federal, state, and public grants for the three regions. The Specialist will maintain all of the data systems necessary to secure public funds and report on their use. He/she will work closely with the members of the team to assist with team initiatives and projects, financial analysis and reporting and compliance.

Responsibilities of the Grants Specialist will include but are not limited to:

1. Writes and submits public grant applications:
 - Conducts research to identify federal, state, and local grants.
 - Understands statutory guidelines and permissible uses of funds for all public grants.
 - Develops grant budgets which comply with RFP guidelines and which complement the budgets of all other public and private funding sources.
 - Creates dynamic templates for each grant type.
 - Manages the application process from start to finish, including coordinating requests of other teams for supporting materials.
 - Performs extensive quality control on each document.
 - Ensures that all grants are submitted on time and in the manner requested.

2. Works with Associate Director of Finance and school-based Directors of Operations to track public grant revenue and expenditures:
 - Clearly communicates grant guidelines to schools and ensures that all funds are appropriately used and accounted for.
 - Works closely with Accountants to ensure that grant funds and expenses are recorded properly.
3. Manages all reporting and compliance aspects of federal, state, and local grants
 - Completes and submits all reports, coordinates invoices and other documentation to grant authorizers.
 - Maintains calendar of grant deadlines and a detailed work plan to meet those deadlines.
 - Creates comprehensive guidebook to grants, detailing application procedures and strategies, policies regarding use of funds, etc.
 - Updates guidebook with new entitlements and changes to existing programs.
 - Coordinates with other teams in compliance activities
4. Serves as a project manager and assists with special projects including but not limited to:
 - All public financial reporting requirements.
 - Cross-functional project collaboration with other finance areas
 - Supports Finance Team on ad-hoc special projects as necessary

Skills and Characteristics

- Grant-writing. Experience writing and submitting grant applications for more than \$500,000 and financial management associated with these grant applications. Experience with public grant-writing a very strong plus in considering candidacy.
- Incredibly strong project management and organizational skills. Able to keep track of upcoming, ongoing, and past work product and follow through on complete work products with no reminders necessary.
- Flexibility. Understands shifting priorities and deadlines and can juggle multiple and varied projects simultaneously.
- Attention to detail. Thinks critically about the details of a task at hand. Has an uncommon ability to catch errors at a glance and “sweats the small stuff” in planning and execution.
- Proactive and ambitious. Possesses an insatiable desire for answers and information, constantly researching and establishing new contacts and resources.
- Work Ethic. A determined individual willing to do “whatever it takes” and also shows maturity, humility, strong work ethic, sense of humor, and a “roll-up-my-sleeves” attitude.
- Communication with stakeholders. Excellent oral and written communication skills. Gears communications towards the target audience and employs negotiation and buy-in skills as needed. Audiences include candidates, school leaders, teachers, parents, vendors, and State compliance agencies.
- Data analysis. Intermediate to advanced Excel skills strongly preferred, including multi-function formulas and formatting techniques. Uses shortcuts to work quickly and efficiently.
- Ability to thrive in a fast-paced, entrepreneurial environment; flexible, able to work autonomously as well as take direction as needed.
- Ability to create and maintain systems that enhance organizational efficiency.
- Openness to feedback and ability to adjust accordingly.
- Strong written and oral communication skills.

- Strong computer skills (MS Excel, Word, Outlook, GoogleApps, internet research, etc.).
- Federal grants experience a plus
- Belief in the Achievement First mission and educational model

Educational Background and Work Experience

- 1-3 years experience in non-profit development, accounting, or public sector finance preferred.
- Bachelor's degree required
- Experience working in non-profit or public institutions preferred

Compensation

Salary for this position is competitive and commensurate with experience. Additionally, Achievement First offers a comprehensive benefits package.

To Apply

Send resume and cover letter to:

Kate Aufiero
Senior Director of Finance, Team Finance
kateaufiero@achievementfirst.org

Achievement First is an equal opportunity employer and an organization that values diversity. People from all diverse backgrounds are strongly encouraged to apply. Spanish language proficiency is a plus. You can learn more about diversity at Achievement First here: <http://www.achievementfirst.org/about-us/diversity/>.