



Connecting Students & Volunteers  
for Results that Count

## Job Description: Development and Grants Coordinator

**Development and Grants Coordinator: Full Time • Charlotte, NC**  
August/September 2019 Start

### **About the Organization: Heart Math Tutoring (“Heart” or “Heart Tutoring”)**

Heart recruits and supports volunteers as tutors in high-poverty elementary schools with a mission of ensuring that all elementary students develop the strong foundation in math and enthusiasm for academics needed for long-term success. Almost sixty percent of economically disadvantaged students in Charlotte are not performing on grade level in math. Volunteer tutors are a powerful resource for addressing this, if given the right tools and support.

The program became a 501c3 nonprofit in July 2014 and supported 1,180 volunteer tutors across 22 school sites in Charlotte, NC in the most recent program year. To date, 98% of Heart students have met program growth goals in math, and more than 90% of teachers report that students show an increase in enthusiasm and/or confidence towards academics as a result of the program. Visit [www.hearttutoring.org](http://www.hearttutoring.org) for more information.

We believe the program model is a good fit for up to 35-40 Charlotte schools and would be effective in other geographies. We are excited to add a new member to the team as the organization enters its next phases!

### **About the Role: Development and Grants Coordinator**

In its first six years of operation, Heart has seen tremendous generosity from the community that has enabled the program to now partner with 22-23 schools with a \$1.5M operating budget. While 5% – 20% of the budget comes from earned revenue, well over 80% of general operating dollars come from philanthropy, both from volunteer tutors and their organizations and from education-focused donors and foundations.

The Development and Grants Coordinator will work closely with Heart’s Development Director to secure the philanthropy portion of Heart’s budget, which is projected to grow to \$1.8M over the next five years. Heart has detailed processes and plans in place for FYE 6/30/20 and is looking for someone who can support grants management, special projects and donor relations. We anticipate this role split roughly 80% - 10% -10% between the three areas.

The Development and Grants Coordinator reports to the Development Director and works in collaboration with Heart staff and volunteers. Preferred experience in research, writing, submitting manual and electronic applications, evaluation and reporting. The ideal candidate will have experience in identifying funding opportunities and creating complex proposals.

Overall, the Development and Grants Coordinator will contribute positively to Heart’s team and consistently maintain a high bar of excellence.

### **Key Responsibilities**

#### Grants Management (80%)

- With guidance from the Development Director, the Development and Grants Coordinator will plan, apply, and report back to secure ~60-70% of Heart’s budget from foundation and corporate partners. The ability to precisely explain the program, community need, and program results is critical.
- Maintain consistent systems and best practices for grants management

#### Special Projects (10%)

- Support major development initiatives including Year End Campaign, Stewardship Events, and Ask Events.

- Ensure successful donor events, assuming major responsibility for event logistics and “day of” event management
- Assure details regarding events/special projects are properly documented

#### Donor Relations (10%)

- Assists with research, prospecting, meeting preparation, documentation and utilizing Heart’s donor database and donations processing/acknowledgement systems.
- Routinely and accurately enter gift and other data; develop and maintain best practices to ensure consistency in all areas of database management and data accuracy
- Prepare gift acknowledgements; ensuring quality and accuracy

#### **Key Skills: To be successful in this role, you will need the following skills.**

- Strong technical skills in the areas of writing, analytics, financial projections, and making a tailored case for investment.
- Must be highly organized and possess excellent time management and problem-solving skills. Ability to manage large amounts of information is essential. Attention to detail and accuracy is critical.
- Excellent written communication and analytical skills
- Strong computer skills, including but not limited to Word, Excel, PowerPoint, email and contact management, CRM tools, and file sharing systems
- Ability to use Excel for data analysis and reports
- Experience developing and maintaining strong, respectful and collaborative relationships with co-workers and supporters
- Strong work ethic and ability to self-motivate, comfort working with both close direction and on your own
- Ability to communicate effectively about the organization’s mission, vision and priorities

#### **Personality / Interests: Please apply if you share Heart’s values:**

- Student-centered – Put students’ interests at the center of all decisions.
- Gratitude – Recognize and express that it is a privilege to partner with schools and to do others’ philanthropic work.
- Growth-Mindset – Willing to reflect, learn, and grow, both individually and with the team, so we can be better equipped to advance Heart’s mission
- Precision and Professionalism - Believe in the importance of data and attention to detail. Ready to contribute to a high-touch experience for Heart constituents.
- Civic Engagement – Value volunteerism and believes the community collectively has the resources needed to ensure all children have opportunity in their lives.

#### **Knowledge / Experience: The following areas of experience will help a candidate be successful in this role.**

- Has worked on successful projects involving attention to details and precise planning
- Demonstrated strength in business writing
- Background in fundraising, sales, business development, or marketing/communications

To apply: Submit the following documents to [communications@hearttutoring.org](mailto:communications@hearttutoring.org), use the subject line, “2019 Development and Grants Coordinator Application”, and address correspondence to Sally Dudley.

- Resume – standard format including education (GPA), work, and volunteer experience
- Cover letter – standard, 1-page format explaining your interest in the role and why you believe you are a good fit

**Anticipated Timeline:** Interviews will begin in early August. **Compensation:** Commensurate with experience; competitive benefits available. **Other:** 12 months, full time (part-time schedule available); Reports to Development Director