



## Grants and Prospect Research Manager Job Description

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**Mission and Vision:** The mission of Wallin Education Partners is to ensure college and career success for high potential students from low-income backgrounds, and through our efforts help build diverse, equitable and vibrant communities. We do this through a comprehensive model of financial aid and holistic support, and collaboration with our business, education, community, and philanthropic partners. Our vision is a future where all students have full access to college and career success, where every scholar can reach their full potential, and where our program helps build a more equitable society.

**Organization:** Wallin Education Partners is a proven college completion program that includes financial aid and comprehensive support for students from low-income backgrounds. With a 90% six-year graduation rate compared to 64% nationally, Wallin Education Partners is one of the most effective college completion programs in the country. Wallin's model of financial aid and comprehensive individual advising accelerates economic mobility and fundamentally increases the odds of graduation and employment for underrepresented students. Since 1992, Wallin Education Partners has helped increase access to college and degree completion for lower-income students by partnering with high schools, donors, community organizations, and civic leaders to support more than 6,000 students on their college journeys.

**Position Overview:** We are looking for a professional with significant nonprofit development experience who is passionate about increasing educational opportunity and who is excited to play an essential role in the continued growth of our organization. The Grants and Prospect Research Manager will sustain and expand Wallin Education Partners fundraising program through grant writing and reporting, prospect research, data management and managing overlapping deadlines.

### Primary Responsibilities:

#### Grant Management (80%)

- Conducts an initial review of planned proposals and submission guidelines to determine feasibility.
- Tracks and maintains grants calendar.
- Drafts grant proposals, letters of interest/inquiry, and related materials for proposal submissions
- Prepares and compiles all components of each grant submission, ensuring that the proposal is formatted, packaged, and submitted in accordance with granting agency requirements.
- Coordinates the monitoring and evaluation of programs and projects that are funded by grants.

#### Prospect Research & Grant Administration (20%)

- Researches corporation, foundation, community-based funding, and national funding opportunities and requests for proposals (RFPs) to develop a pipeline of current and prospective funders.
- Maintains electronic files for all grants and funding contracts.
- Collaborates with program staff to ensure all grant applications reflect program priorities.
- Utilizing donor database, ensures all grant-related records are updated and maintained.

### Experience:

- Bachelor's Degree or equivalent combination of education and experience.
- Minimum of three years of professional experience in the following areas: planning, writing, evaluating, administering, and/or monitoring multiple grant proposals or grant agreements.

- Thorough understanding of local, state, and federal funding sources and the ability to locate potential sources for funding.
- Excellent writing skills and attention to detail.
- Thorough understanding of effective grant writing techniques.
- Ability to plan, organize and complete multiple tasks in a fast-paced environment.
- Strong interpersonal skills and the ability to interact effectively with a diverse group of people including leadership, program team, prospects, donors, scholars and/or volunteers

Beyond the basic qualifications, candidates must demonstrate a commitment to Wallin Education Partner's mission and values—and a commitment to diversity, equity, and inclusion through learning, training, and dialog on an ongoing basis.

**Compensation:** \$59,000-\$64,000 annually. Wallin offers employees a generous benefit package including group health insurance, dental insurance, long- and short-term disability insurance, and a 401K plan.

**Additional Info:** For further information on Wallin, please visit [www.wallinpartners.org](http://www.wallinpartners.org). Wallin employees are working in a hybrid capacity. Wallin policy requires staff to be fully vaccinated in order to visit the main office, subject to reasonable accommodation.

**How to Apply:** If interested, please forward cover letter and resume to Kathryn Southard at [hr@wallinpartners.org](mailto:hr@wallinpartners.org) and include Grants and Prospect Research Manager in the subject line; or mail to Wallin Education Partners, 451 Lexington Parkway North, Suite 100, Saint Paul, MN 55104.

*Wallin Education Partners is an Equal Opportunity Employer and is committed to providing a work environment that is free from harassment and discrimination. Wallin Education Partners provides equal opportunity to all applicants for employment in accordance with all applicable federal, state, and local laws and will not refuse to hire any qualified individual, or otherwise discriminate against any individual by reason of an individual's race (including hair texture and hairstyles), color, religious creed, sex, national origin, ancestry, citizenship status, pregnancy, childbirth, (or related medical conditions, including, but not limited to lactation), physical disability, mental and/or intellectual disability, age, military status or status as a Vietnam-era or special disabled veteran, marital status, registered domestic partner or civil union status, gender (including sex stereotyping and gender identity or expression), medical condition (including, but not limited to, cancer related or HIV/AIDS related), genetic information, or sexual orientation, or any other characteristic protected by law.*