launch code

Grants Manager

LaunchCode

LaunchCode is a non-profit solving the tech talent gap and paving new pathways to economic opportunity through education, skill building, apprenticeships and job placement in technology. We're seeking a hyper-motivated manager to execute a NASA-safety-check-level-crucial effort to secure funding from private and corporate foundations.

Are you a person who's always making connections, and isn't terrified by coordinating multiple projects and due dates? Got an earnest drive to open doors to opportunity for others and make an impact on their lives? Have experience building grant funding processes? If so, then you've come to the right place.

LaunchCode's education and apprenticeship programs are innovative, effective, and scalable. We receive broad-based funding and generate earned income, with an annual operating budget of $12 million. Along with our success, we have an opportunity to further engage foundations in partnering with us to support our impactful work.

The **Grants Manager** will collaborate with LaunchCode program directors and finance staff to research funding opportunities, develop and write grant proposals, and manage all aspects of the grant application, reporting, and stewardship processes for the assigned grantors / markets.

LaunchCode currently receives significant government grant funding and has consistent and growing earned revenue; those sources of income are managed elsewhere in the organization and are not the responsibility of this position.

This is a full time, permanent position based at the LaunchCode Mentor Center in St. Louis, reporting to the Director of Institutional Giving.

Responsibilities
- Build plans to secure funding from private and corporate foundations that will increase and maximize LaunchCode's grant revenue.
- Identify new potential funding partnerships, both locally and nationally; keep up-to-date on funding opportunities available through existing and past funding partners.

- Propose, develop and write content for grant proposals. Work with Finance to develop proposed budgets.
- Track and report foundation grant revenue to LaunchCode leadership. Organize and retain related electronic and paper files.
- Track financial and narrative reporting requirements for all grants secured in grant management database.
- Make recommendations for cultivation of new relationships and stewardship of existing relationships.
- Generate new revenue and broaden the base of support for LaunchCode.
- Assist with other projects as assigned.

You're perfect for this role if you

- Have one or more years of related experience. Must have proven track record in securing and managing private and corporate foundation funding valued at or about $500K annually.

- Possess excellent written communication, persuasion, research and closing skills. Well-organized; excellent project-management skills. Strong computer skills. Confidence working in Microsoft Word and Excel, and experience using data management tools such as Salesforce

- Are a high-energy, focused, self-starter. Enjoy working in a fast-paced environment. Consistently meet and exceed deadlines. Work well with others on team. Are able to take a leadership role across departments to ensure consistent, reliable tracking and results for grant writing and reporting.
- Feel passionately about changing people's lives by providing no-charge tech education and job placement.

To Apply

Apply online by filling out the form above.   No phone calls, please. References should be available upon request. Applications will be accepted on a rolling basis until the position is filled. We highly recommend applying as early as possible for the best chance of moving forward. The employment eligibility of all new hires will be verified using E-Verify.

We Heart Diversity

LaunchCode supports and fosters leadership from underrepresented communities. We strongly encourage folks from immigrant communities and communities of color, as well as those who identify as women, LGBTQ or under-resourced to apply. LaunchCode is an Equal Employment Opportunity employer. Program and employment policies of LaunchCode are nondiscriminatory in regard to race, color, gender, religion, age, national origin, disability, veteran status or sexual orientation.