

## **KANSAS CITY SCHOLARS POSITION DESCRIPTION**

### **GRANT WRITER**

(Remote work available during the pandemic)

#### **THE OPPORTUNITY**

KC Scholars is creating life-changing opportunity for thousands of individuals and positively transforming the region's workforce and economy through its college scholarship and college success program. As we grow to reach our goal of 10,000 Scholars by 2022, we seek a full-time Grant Writer to join our Development team.

#### **ABOUT KC SCHOLARS**

Kansas City Scholars (KC Scholars; [www.kcscholars.org](http://www.kcscholars.org)) is a 501(c)(3) college scholarship, college planning and persistence support, and college success program designed to increase the college completion rate for low- and modest- income students and adult learners across the six-county, bi-state service region.

KC Scholars launched in September 2016 and, in less than four years, has experienced widespread community engagement and rapid scaling. We now have over 4,000 Scholars, with near 1,800 in college in Fall 2020. KC Scholars is on the path to near 10,000 Scholars by 2022 and is projected to grow to near 20,000 by 2027.

The goals of KC Scholars are to:

- 1) Increase postsecondary educational attainment in the greater Kansas City area;
- 2) Increase economic independence for individuals in the program;
- 3) Achieve a 75% degree or credit-bearing credential completion rate; and
- 4) Connect Scholars to career preparation opportunities in the region and to the regional workforce pipeline so they are encouraged to live, work, and contribute here, achieving 80% of Scholar graduates remaining in the KC region to live and work.

The program began as and remains a "community asset". Program planning included participation by 70+ community stakeholders, lessons learned and best practices from regional and national scholarship programs, and empirical research about which supports increase likelihood of college enrollment and completion, particularly for populations historically underrepresented in higher education.

KC Scholars is governed by a community-based Board of Directors. The Ewing Marion Kauffman Foundation is the lead funder, with community funds also raised to increase the number of awards made annually.

In its first four years, KC Scholars has experienced rapid growth, achieved a high level of community engagement and exceeded goals for number of scholarships awarded and college enrollment and persistence rates. Early impact rates are significantly higher than for the region, state, and nation.

#### **ABOUT THE POSITION**

KC Scholars currently receives funding from near 40 grant proposals annually. KC Scholars aims to increase the number of grant funders regionally and to begin to apply

for and receive grant funding from national entities. The Grant Writer will be a member of the Development team and will focus on writing and submitting grant requests and reports, securing an increasing number of and dollar value of grant funding, and maintaining a positive and collaborative relationship with all grant funding entities.

External funding is critical to KC Scholars and 100% of external funding goes toward scholarship support. KC Scholars has an annual goal of external funds to be raised and the program's success in doing so drives the number of scholarships that can be awarded annually. External dollars raised translate to number of scholarship opportunities which open doors for students who otherwise may not have been able to attend or complete college.

Since launch in September 2016, KC Scholars has raised over \$5.6 million in external funds and has near 240 external funders (as of 12/6/2020).

### **PRIMARY RESPONSIBILITIES**

Responsibilities include, but are not limited to:

- In collaboration with executive leadership, develop an annual grants strategy
- Conduct prospect research to identify, cultivate and solicit new grants regionally and nationally
- Research, collect data, and write high-quality grant proposal narratives and applications, to include curating or creating of relevant supporting materials
- Work with other staff to compile financials and data
- Manage the proposal submission process to ensure timely submission of all required materials
- Coordinate and follow-up on the progress of submitted proposals
- Write and submit grant reports by the stated deadlines
- Cultivate and maintain a positive and collaborative relationship with all grant funding entities
- Research and identify additional potential grant funder donors, with focus on securing national grants

### **EDUCATION AND EXPERIENCE**

- An advanced degree is preferred
- A minimum of 3+ years of experience in research and grant writing
- Demonstrated ability to write successful grant proposals
- Knowledge of national foundations and philanthropic organizations, a plus
- Deadline-driven and the ability to work under competing deadlines/demands
- Clear, precise and compelling writing skills
- Strong organization skills, attention to detail, ability to multi-task, and a strong desire and ability to "do things right the first time"
- Ability to be proactive, thoughtful, and consider the bigger picture
- Excellent active listening and learning skills
- Exceptional judgment that augments an ability to be solutions-oriented and then act appropriately to solve problems
- Motivated self-starter with the ability to work independently with purpose and accuracy in a fast-paced, goal-oriented, start-up environment
- Proficiency in Microsoft Office (Outlook, Word, Power Point, and Excel)

## **PERSONAL CHARACTERISTICS**

- Commitment to and complete belief in the mission of KC Scholars
- Quick learner with the ability to develop a solid understanding of the content, processes, deliverables and overall program goals and desired outcomes
- Personal values system that encompasses the highest standards of honesty, confidentiality, integrity, loyalty, and professional ethics
- Passion for increasing college completion and workforce preparedness among students who are first-generation to college, low-income, or historically underrepresented in higher education and the regional workforce
- Desire for feedback and ability to use it to drive quality
- Strong organizational skills, attention to detail, and ability to multi-task and meet multiple deadlines.
- Keen sense of responsibility, high level of poise, ability to think independently, ability to maintain confidentiality, and a customer service orientation
- Tactful and diplomatic with good listening skills and an approachable personality
- Ability to be self-directed, take initiative, anticipate demands, and problem solve.
- Ability to hold oneself and others accountable for enacting and following processes to ensure that work is accurate, complete, and “completed correctly the first time”
- Ability to maintain a calm and competent demeanor in uncomfortable and demanding situations
- Cultural competency
- Excellent verbal and written communication skills

## **COMPENSATION**

A competitive non-profit compensation package as defined by the nonprofit agency’s compensation guidelines, including base salary and benefits that correspond to the experience level, credentials, and personal characteristics of the candidate.

## **TRAVEL**

Occasional regional and national travel.

## **NON-DISCRIMINATION**

KC Scholars firmly supports the principle and philosophy of equal opportunity for all individuals, regardless of age, race, gender, creed, national origin, disability, veteran status or any other protected category pursuant to applicable federal, state or local law.

## **REPORTING**

Reports to the President and CEO and is a member of the Development team.

All the statements in this position description are intended to describe the general nature of the work being performed and are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required. This document describes the position currently available. The organization reserves the right to modify job duties or job descriptions at any time.

## **TO APPLY**

To apply for the Grant Writer position, submit the following items to [kcollins@kcscholars.org](mailto:kcollins@kcscholars.org). Use Grant Writer Application as the subject line of the email.

- Cover letter summarizing your experiences and skills that align with the scope of this position
- Resume
- Names and contact information for three professional references

The position will remain open until filled.