



**Building  
Communities.  
Empowering  
Readers.**

### **Who We Are:**

WITS (Working in the Schools) is the largest literacy nonprofit providing mentorship to students and professional development to teachers in Chicago public elementary schools. WITS' approach to promoting literacy prioritizes the goals of individual students, teachers, and schools so that their success is meaningful and lasting. We believe that all students - regardless of race, ethnicity, national origin, gender identity, sexual orientation, socioeconomic status, citizenship, or ability - deserve the space to be themselves.

WITS sets students on a trajectory for success by building critical literacy skills and developing positive self-identity through teacher led professional development and volunteer powered mentorship programs. WITS recognizes that structural racism, housing discrimination, and resource disparities prevent school communities from reaching their full potential. We strive to use our funding, energy, and time to support students and educators in achieving their literacy goals. Each year, our combined volunteer and teacher professional development investments in Chicago Public Schools (CPS) are valued at \$3.4 million.

WITS connects people across real and perceived boundaries. Cultivating relationships between diverse groups of people builds empathy and understanding. Together, we are a community of readers who find strength in sharing stories, and perspective.

WITS staff must adhere to our core values: Mission Focused, Accountability, Teamwork, Communication, Leadership:

- Team members acknowledge that WITS is the sum of our parts and work holistically across program and development departments to ensure the success of the organization.
- Team members set clear expectations, adhere to deadlines, deliver high-quality work, and provide and accept honest feedback; they take ownership of their own performance.
- Team members support their colleagues on projects by understanding their role and being organized, prepared and proactive.
- Team members communicate with timeliness, clarity, and appropriate frequency.
- Team members assert and champion their own expertise.

### **Organization-wide requirements**

WITS is a small organization doing big work and that requires team members to take on projects outside department or role-specific expectations. Examples of the type of work you will do include but are not limited to:

- Writing blogs and creating content for WITS marketing and communications.
- Supporting the WITS team in coordination of, as well as attend, after-hours events each year. Signature Events - Required Attendance - Blackboard Affair, Community Celebration, Annual Meeting, Rochelle Lee Teacher Award Showcase, WITS Talks, one Study Hall, December Board Meeting, one Thank-a-thon.
- Regularly updating and maintaining assigned WITS data and metrics.
- Participating in professional development.

We know there are great candidates who might not check all these boxes or who possess important skills we haven't thought of. If that's you, don't hesitate to apply and tell us about yourself. WITS provides Equal Employment Opportunities to all employees and applicants for employment. We encourage members of traditionally underrepresented communities to apply, regardless of race, ethnicity, national origin, gender identity, sexual orientation, socioeconomic status, citizenship, or ability.

<b>Job Title:</b>	Foundations & Grants Manager	<b>Classification:</b>	Full-time
<b>Department:</b>	Development	<b>Reports to:</b>	Chief Development Officer
<b>Salary:</b>	\$53,000		

**Purpose of Role:** This employee will oversee the entire grants process for the organization and spend most of their time preparing and editing written content, including grant requests, reports, and development communications.

**Individual Accountabilities**

- Provides strategy, leadership and management on WITS grants and foundations.
- Maintains strong relationships and stewards all existing foundations.
- Identifies and prospects new foundation partners for general operating and direct program support.
- Develops, prepares, and edits grant proposals for foundations and corporate grants.
- Develops expert knowledge of WITS programs.
- Develops process and procedures for meeting yearly grant deadlines.
- Leads year-end appeal project by developing overall strategy, planning, and timeline.
- Manages WITS approved language and disseminates to all staff for use.
- Manages the collection of program metrics and reports data to funders.
- Translates program evaluation and impact to a narrative.
- Writes language for any donor communication when asked.
- Generates content for donor stewardship, including fundraising appeal emails and mailings.
- Attends weekly team meetings (program, development, and all staff).

**Indicators of success**

- Yearly retention of foundations.
- Effective collaboration with WITS staff.
- Development of an approved language library for internal use by all staff.

**Key Collaboration Network**

**Key Shared Accountabilities**

- Liaise with all development staff to ensure revenue goals are met.
- Collaborate with Development Director to ensure grant language for corporate foundations is appropriate.
- Work in partnership with Chief Executive Officer and Chief Development Officer on donor communications.
- Partner with program team to gain expert knowledge on program delivery, evaluation, and impact.

**Key Collaborators**

- Chief Development Officer
- Chief Executive Officer
- Chief Program Officer
- Development Director
- Marketing Director

### **Key Capabilities and Leadership Behaviors**

- Exhibits confidence in presenting and executing ideas.
- A self-starter and finisher who can see a plan through from conception to completion.
- Strong project management skills.
- Ability to give directions to and synthesize information from multiple individuals.
- Agile working style and willingness to adapt.
- A strong ability to develop compelling and grammatically accurate written communication across varied mediums.
- Team player and team builder.
- Willingness to take risks, comfortable with failure, and learning from those risks.
- Strong ability to work independently and identify next steps to accomplish organizational goals.
- Understanding of and commitment to the mission, vision, and goals of WITS.

### **Decision Rights**

- All decisions connected to grants and foundation partners.
- Approved WITS language.

### **Skills or Experience Required**

- Ability to manage while balancing close-knit culture with achievement of key indicators of success.
- Exceptional writing and editing skills.
- Proficient in Google Suite, Microsoft Office, and willingness to learn new digital tools (e.g., LMS)

### **Physical Demands**

- Must be able to bend, squat, and climb stairs.
- Must be able to lift 30 lbs.