



TITLE: Grants and Corporate Operations Manager
LOCATION: Washington, DC
REPORTS TO: Director, Development
TYPE: Full-Time, Exempt

Organization Overview: Exponent Philanthropy is a member-led community of lean funders—those who make grants with few or no staff—where foundation leaders and individuals turn to gain insight, share practices, and seek support in making decisions. Exponent Philanthropy connects them with answers, experts, and peers to create a community of fulfilled and, ultimately, more effective philanthropists. Our vibrant network represents all 50 states and a few international members that embrace a style of philanthropy motivated by personal passion, community need, and a strong desire for better outcomes.

In our team, we look for highly collegial, ethical, bright, and customer service-oriented individuals who have a commitment to quality work. Staff members are passionate about our mission and core values. They are driven by an entrepreneurial spirit and have a strong outcomes orientation. Our members come from all walks of life and so do we. We're proud to hire great people from a wide variety of backgrounds, not just because it's the right thing to do, but because it makes our organization stronger. If you share our values and our enthusiasm, you will find a home at Exponent Philanthropy.

Position Overview: This position is responsible for managing and executing Exponent Philanthropy's competitive grants strategy, and supporting the director in building and implementing our corporate partnership program. A successful Grants and Corporate Operations Manager will be relationship-centered, collaborative, self-motivated, detail-oriented, efficient, and solutions-minded.

RESPONSIBILITIES:

Grants Management/Administration

- Assist CEO and key staff with lead generation, cultivation, relationship management and stewardship of large grants
- Coordinate and assist grant writers and editorial staff on writing and submission of LOIs and competitive grant proposals
- Manage day-to-day communications with funding organizations to ensure timely communication and due diligence
- Coordinate with relevant departments and staff post-grant award to manage timely fulfillment of deliverables, communications, and grant reports
- Ensure grant-related data is entered into database and updated as needed



Corporate Partnerships

- Assist department director with implementing corporate partnerships program, including stewardship, renewal, and communications plans
- Develop familiarity with corporate partners, their respective industries and services provided
- Conduct prospect research to maintain a viable list of potential corporate partners and sponsors and advise director on prospects to cultivate
- Draft corporate partnership agreements and coordinate with relevant departments to ensure benefits are implemented
- Manage relationships post-commitment to ensure partner familiarity with benefits and available engagement opportunities
- Oversee corporate partner webpages, working with digital team on design, corporate partner visibility, and strategy to drive traffic to the site
- Brainstorm with relevant staff on program innovations, including new benefits and opportunities for corporate partner engagement, and streamlining and automation of internal processes

Annual Conference

- Organize all development-related tasks for the Annual Conference and ensure alignment with overall conference timeline
- Assist department director with developing sponsorship opportunities and crafting language for conference prospectus
- Manage exhibit hall and serve as primary point of contact for show floor decorator to develop and confirm exhibit hall floor plan
- Coordinate with relevant departments to ensure speaker/sponsorship/exhibit information is captured and uploaded to the conference website in a timely manner, and partner benefits are implemented

General Operations

- General department operations including coordinating internal and external meetings and calls, report production, and payment processing
- Occasional travel to partner/prospect offices and to support Annual Conference



QUALIFICATIONS

Exponent Philanthropy seeks to not only acquire top talent, but continuously develop and retain top talent. The ideal incumbent will possess proven experience, be committed to continuous learning, and motivated to take on challenges. The qualifications below have been identified to improve the likelihood of employee success, engagement, and satisfaction.

- Bachelor's degree required; and
- 3-5 years of experience in fundraising operations/grants management/corporate fundraising

Additional criteria include:

- Strong computer skills with a proficiency in Microsoft Office Suite.
- Experience with Salesforce required; Asana a plus.
- Must be detail-oriented with excellent writing, communication, and project management skills. Must have the ability to multi-task and to manage time wisely.
- Must be a team player and demonstrate the ability to work in a collaborative environment and maintain a high level of quality control.
- Effective customer service skills including the ability to interact positively with staff at all levels is must.

Salary and Benefits: The salary range for this position is \$60K - \$75K, commensurate with experience. In addition, Exponent Philanthropy offers a competitive suite of benefits, including fully covered health insurance for the first year, and a subsequent benefits package equal to 21% of salary to cover your choice of health, dental, vision, disability, and/or life insurance, and 401(k) retirement contributions. Our total benefits offering is designed to support employee wellness while also providing the flexibility to customize your package.

To Apply For Position: Interested parties should email cover letter, resume and salary expectations to hr@exponentphilanthropy.org and include "Grants and Corporate Operations Manager" in the email subject line. Applications will be accepted until the position is filled. Incomplete applications will not be considered. Although we value initiative, we cannot field phone calls regarding the position.

Exponent Philanthropy is committed to fostering a diverse, equitable, and inclusive environment. We are proud to be an equal opportunity employer. Our organization recruits, hires, trains, and promotes persons in all job titles without regard to race, color, religion, national origin, sexual orientation, marital status, personal appearance, familial status, family responsibilities, matriculation, political affiliation, source of income, place of business or residence, pregnancy, childbirth, gender or age (except where gender or age is a bona-fide occupational qualification, as defined by law), genetic information, or physical or mental disability (except where the disability prevents the individual from being able to perform the essential functions of the job and cannot be reasonably accommodated in full compliance with the law).