



Grants Director Growth and Strategic Partnerships

About FirstGen Forward

FirstGen Forward aspires to be a transformational partner for higher education, first-generation students, and all who care about them; working to maximize the success of the FirstGen student population in education, career, and life. That success benefits the economic mobility of the students and the missions of the colleges. It produces multigenerational impacts for families. Our country benefits from the experience, determination, and economic potential of FirstGen graduates in the workforce and our communities. [Read the full FirstGen Forward vision statement here.](#)

FirstGen Forward operations are managed by NASPA - Student Affairs Administrators in Higher Education. FirstGen Forward staff are employees of NASPA.

About NASPA

NASPA is the leading association for the advancement, health, and sustainability of the student affairs profession. We serve the diverse needs of our community, from vice presidents of student affairs to undergraduate student leaders considering a career in the field. Founded in 1919, NASPA includes more than 15,000 members in all 50 states, 29 countries, and 8 U.S. Territories. Guided by the principles of integrity, innovation, inclusion, and inquiry, we are dedicated to empowering our members to realize their full potential and to cultivating student success in collaboration with our institutional members, who represent every sector of higher education. NASPA centers justice, equity, diversity, and inclusion in our work; read more about [our commitment](#) here.

Mission

FirstGen Forward drives success for first-generation students in education, career, and life through collaborations with higher education, philanthropy, business, and government to eliminate the completion gap and broaden post-college opportunities.

FirstGen Students- Unlimited Opportunities

The population of undergraduate students is heavily weighted with FirstGen students, and growing rapidly. They are applying to college at twice the rate of students from households with a parent or guardian with a degree (continuing generation). What do we know about them?

- FirstGen students make up 54% of all undergraduates.
- FirstGen students are majority-minority (54% FirstGen vs 39% continuing generation); and are more likely to be Black (18% vs 12% continuing generation) or Latino (25% vs 14% continuing generation).
- FirstGen students are 67% of students enrolled at American Indian/Alaska Native/Pacific Islander-serving Institutions, 65% at Hispanic-Serving Institutions, and 60% at Historically Black Colleges and Universities (HBCUs).
- 62% of college students who are Veterans are FirstGen.

About the Position

This role focuses heavily on writing new grants and grant reports. While it is not an externally facing position, there may be opportunities to join meetings with prospective and current donors

for those interested in learning more about that work. As a leader, the person in this role will be responsible for creating grant and major gift proposals that support the Growth Team in achieving fundraising goals, as well as drafting grant reports for existing supporters. These proposals are typically developed in Microsoft Word or Google Docs, but may occasionally take the form of slide deck presentations. Additionally, this role will manage internal and external communications, including the monthly newsletter for the Growth Team. When needed, the Grants Director will also draft professional development materials for FirstGen Forward team members to engage in learning more about growth and fundraising initiatives.

Essential Responsibilities

- Lead execution of new multi-million dollar private, corporate and public grant applications. This includes managing the grant application process including project managing the submission of all key pieces of a grant internally before submitting the grant and the writing of the application itself.
- Prepare all grant reports to existing FirstGen Forward philanthropic supporters. Reports range from two page descriptions of work completed to more intricate reporting documents requiring information from different FirstGen Forward departments including budget, data, and programming.
- Seek out new grant opportunities for FirstGen Forward that align with the mission and can supplant and/or supplement current programmatic execution.
- Manage internal and external communications on growth work including the monthly external newsletter, monthly internal team update and other communications as needed.
- Prepare project plans for grant projects that incorporate the talents and time of multiple Center staff members so that teamwide content expertise can be brought to each funding opportunity.
- Prepare presentations for funders and donor prospects including slide decks with up-to-date data, charts and images of the FirstGen Forward's work in action.
- Monitor progress towards Growth Team quantitative and qualitative goals in clear and transparent ways including CRM data.
- Assist with all-team projects and participate actively in staff meetings and projects.
- Other activities, duties, and responsibilities as assigned to support the Sr. VP of Growth and FirstGen Forward.

Reports To

Senior Vice President of Growth and Strategic Partnerships

Qualifications

- Education: Bachelor's Degree required.
- This leader must be an excellent writer who is able to synthesize FirstGen Forward's work in compelling short and long form grant applications. To do that well, this person must also be a learner who can describe the ways that the FirstGen Forward team creates change for first-generation students through the team's network, field building, innovation, and coalition building efforts.
- Project management experience, project management software experience (Asana preferred).

- At least five years of corporate, non-profit, foundation, K-12 education, or higher education fundraising writing experience.
- A track record of achieving quantitative fundraising results as a member of a successful fundraising team.
- Experience writing, and winning public grant proposals, e.g. grants to the U.S. Department of Education.
- Experience with and/or an ability to engage a wide range of stakeholders including thought partners, and internal and external leaders.
- Entrepreneurial spirit with a sense of urgency for concrete outcomes.
- An unwavering commitment to quality and excellence.
- Highest integrity.
- High-level proficiency with Excel, Powerpoint, and MS Word. Experience with Salesforce CRM and Asana preferred.
- Demonstrated commitment to cultivating an inclusive work environment that values the perspectives and lived experiences of a diverse workforce and membership.

Employment Status:

Full-time Exempt: Exempt employees by definition are exempt from overtime compensation requirements of the federal Fair Labor Standards Act, and are required to work as the job demands on a no time limit basis.

Salary Range

The salary range for this position is \$85,000 to \$105,000

NASPA and therefore FirstGen Forward offers nationwide comprehensive medical, dental, and vision insurance, a 401(k) retirement plan with automatic employer contribution, flexible work schedule, and paid time-off including accrued PTO, family leave, community service leave, and holidays.

Office Location/Working Conditions/Physical Requirements

Office Location

The work location for this position is Home-Based, meaning you can be located anywhere in the contiguous 48 states and you have a permanent remote office.

It is the employee's responsibility to provide reliable internet capabilities.

Travel

This is a remote position that will require travel to in-person meetings and gatherings approximately 4-5 times per year.

Occasional overnight travel to represent the FirstGen Forward at events, on college and university campuses, and in-person meetings is an essential function of this position. Locations vary and can include sites outside of taxi service from major airports. As a result, the position is required to have the ability to travel independently, including air travel, navigating ground transportation, and occasionally driving a rental car.

Physical Requirements

This position is remote with primary work on a computer, including phone, email, and video conferencing.

Responsibilities occasionally may require an adjusted work schedule, overtime, and evening/weekend hours in order to meet deadlines and support events and programs.

Additional COVID-19 Information

Vaccination is not a requirement for employment. However, all employees are strongly encouraged to follow the [CDC guidance on vaccination](#), including becoming fully-vaccinated and staying up-to-date as eligible. All employees may flex their schedules for time taken to receive and recover from COVID-19 vaccinations.

In certain circumstances, NASPA therefore FirstGen Forward may require testing for all staff regardless of vaccination status.

[Masks](#) must be worn per local, state, tribal, and federal guidance, including the CDC, with the most stringent level of guidance followed. Regardless of guidance, all employees must have masks available should masking be requested by other employees, members, or external constituents. In certain settings, NASPA and/or FirstGen Forward may require or strongly recommend that employees wear masks.

Commitment to Non-Discrimination Statement

NASPA and therefore FirstGen Forward provides equal employment opportunity for all applicants and employees. NASPA and FirstGen Forward does not discriminate on the basis of race; color, national origin; religion; sex; age; gender identity or expression, affectional or sexual orientation, veteran status, disability, marital status; personal appearance; family responsibilities; genetic information; educational status; political affiliation; unemployment status; place of residence or business; source of income; caste; matriculation; credit information; status as a survivor or family member of a survivor of domestic violence, a sexual offense, or stalking; reproductive health decision making; or any other basis protected by law in any of its policies, employment practices, or in any context in the workplace. When necessary, NASPA and FirstGen Forward also makes reasonable accommodations for employees with disabilities.

To Apply

Interested candidates should submit the following for consideration:

- Letter of Interest as a PDF
- Resume as a PDF
- Three References
- Submit Record of Results as a PDF,
 - View the template [here](#).
 - Download the template [here](#).

A complete set of materials should be submitted through this [Asana Form here](#). If you have any issues with the form loading, please first try a different browser. Materials received by **October 4, 2024 at 11:59am ET** will receive priority consideration.

Please send any questions to hiring@FirstGenForward.org with the position title in the subject line. No calls, please.