

Job Description

Job Title:	Grant Specialist
FLSA Status:	Full-time/Exempt
Department:	External Affairs
Reports To:	Director, Development & Community Relations
Location:	Rung St. Louis
Schedule:	Varies; will likely include occasional evenings and weekends
Salary Range:	\$50,000 – 65,000

Description of Organization:

Rung for Women is looking for like-minded individuals to join our team of passionate and enthusiastic individuals who are committed to inspiring women to climb the economic ladder. We envision a world where all women can lead equitable and abundant lives. Rung offers professional and personal development opportunities, along with a supportive community of women who want to earn a thriving wage and overcome the systemic economic, social, and health barriers to wealth creation.

We believe in unlocking potential and possibilities in our staff and members. In 2023, Rung will focus on career pathways in the technology, geospatial, and advanced manufacturing industries.

Rung for Women partners with employers and training partners who offer a fast-track to career launch through short-term industry-specific training, on-the-job training, and apprenticeships. Our members gain access to a community of like-minded women, health and wellness amenities, and childcare to support them in achieving their goals.

Since our launch in March of 2021, more than 300 women have begun a journey with Rung. Many of them have completed coaching, and career training, and have achieved better employment opportunities and increased their income.

Rung is currently hiring several roles as we prepare to launch our innovated model that will allow us to focus on industries with the most high-impact career and income opportunities for women. If you would like to be a part of an organization that is disrupting the status quo in women's personal and professional lives, Rung for Women is the place for you!

Our Mission:

Inspiring all women to climb the economic opportunity ladder.

Our Values:

- Innovate
- Collaborate
- Invite Joy
- Promote Self-determination
- Uphold Equity

Our staff are:

- Passionate about Rung's vision & mission
- Collaborators
- Effective communicators
- Self-directed
- Value-adders
- Have a growth mindset and high EQ

Position summary: This position is responsible for identifying, writing, and ensuring compliance for

grants from companies, foundations, and government sources. If you never miss a deadline, love to tell stories that connect with others, and know your way around a grant application, then this position is for you.

How you'll help Rung achieve our vision: This position ensures that Rung has the financial assets to carry out our vision.

What you will do:

Ensure a strong grants program exists

- Develop, execute, and maintain appropriate grant policies/procedures
- Develop annual grants plan and budget that supports the overall fundraising plan and organizational operations
- Track all potential and won grants against budget
- Maintain the necessary records, files, reports, databases and resource material

Secure a robust mixture of grants to cover organizational operations

- Identify and vet grant opportunities, meeting with potential funders as appropriate
- Coordinate the grant submission process, including convening appropriate staff, gathering data, writing the grant, and submitting the request

Ensure strong stewardship of all grants

- Serve as the main point of contact between the funder and the organization, promoting Rung and the effect we are having in the community in a persuasive and appealing way, in order to justify continued support
- Manage expense spending to grant guidelines
- Manage and submit grant reports on-time and without error
- Prepare all grant closeouts and plan for potential future submission

What you need to bring us:

- Passion for Rung's vision and mission
- Previous experience in grant research, writing, and compliance
- Extensive experience managing government grants required
- Comfort in developing grant budgets
- Excellent written and oral communication skills
- Excellent time management and project management skills
- Knowledge of funders a plus but not required
- Advanced proficiency with Microsoft Office products
- Proficiency with CRM systems (particularly Salesforce)

Why Rung for Women?

Rung for Women knows that our success is the result of attracting, retaining, and investing in high caliber staff who have a passion for our vision and mission. When you thrive, Rung thrives. We therefore offer a competitive array of benefits, including:

- Comprehensive Health Insurance: Medical, dental, and vision (majority of the cost for employees is paid by Rung) plus short- and long-term disability insurance (fully paid by Rung)
- Retirement: dollar-for-dollar match up to 5% of the employee's annual salary

- Paid Time Off: Up to three weeks of vacation, 1 week off at end of December, 1 week of sick time, 20 hours of volunteer time, and 9 holidays each year
- Flexibility: flexible work schedule and ability to work from home up to three days/week
- Paid personal and family leave: up to 12 weeks paid time off annually for the birth of your child or to respond to your own serious illness; up to 2 weeks to respond to a loved-one's illness
- Cell Phone Reimbursement: up to \$75 monthly
- Professional Development: up to \$2,000 annually to further your professional development, plus monthly professional development in-services
- Team Building: organized activities throughout the year for departments and all staff to build a strong staff community

Rung for Women is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship.

Application Process

Interested candidates should submit a resume, cover letter, and any other relevant materials, to careers@rungforwomen.org no later than 5:00 pm, on October 28, 2022. Please also complete a short, 5-minute assessment: <https://assessment.predictiveindex.com/bo/6KH/GrantSpecialist>