



GRANT PARTNERSHIPS MANAGER

"The progress that our students have made in recent years is inspiring – there is no doubt that they are capable of achieving at high levels and leading Tennessee into a bright future. While education stakeholders are already working together in exciting ways in Tennessee, it is our responsibility to redouble our innovative efforts to ensure that we are supporting our students to truly excel and thrive. The future of our state depends on it."

- Senator Bill Frist, Chairman and Founder, SCORE

ABOUT SCORE

Tennessee has been making significant progress in advancing a bold education reform plan over the last decade and is now a leader in the nation in dramatically improving student achievement. Tennessee is among the fastest improving states for student achievement according to the Nation's Report Card.

While Tennessee has made significant gains, there is still much to do – in K-12 education, in college and career readiness, and in postsecondary completion. The State Collaborative on Reforming Education (SCORE) plays a critical role in advancing student achievement, aligning K-12 and postsecondary, and ensuring that all students can achieve career and life success. We work to monitor statewide progress in support of a prioritized agenda that drives collaboration on policy while generating proof points and providing targeted support for implementation across the state.

SCORE is an independent, nonprofit, and nonpartisan organization founded by former US Senate Majority Leader Bill Frist and is dedicated to the goal that all students can achieve success in college, career, and life. SCORE supports student success in public schools across Tennessee by ensuring all schools and systems meet high expectations; preparing, recruiting, supporting, and retaining excellent teachers and leaders; and aligning K-12 and college with career and life success.

SCORE is based at Vanderbilt University's John Seigenthaler Center. For more information on SCORE, please visit www.tnscore.org.

OVERVIEW OF THE POSITION

The Grant Partnerships Manager will play a critical role in ensuring that all of SCORE's work is advancing the organization's mission to catalyze transformative change in Tennessee education so that all students can achieve success in college, career, and life. This individual will be responsible for leading the day-to-day management of SCORE's grants and strategic investments and for monitoring alignment of SCORE's work with the organization's mission and goals.

The Grant Partnerships Manager will report to the Director of Impact and work in close partnership with SCORE's Finance and Operations team, while coordinating with SCORE's Leadership Team and the organization's programmatic teams. Additionally, the Grant Partnerships Manager will work closely with external partner organizations in order to support education efforts that are advancing SCORE's mission and shared goals for Tennessee's students.

KEY RESPONSIBILITIES

- Develop grant proposals and reports and track grant timelines as necessary and in conjunction with the Director of Impact and SCORE's Leadership Team.
- Develop regular updates on SCORE's work for donors and the organization's Board of Directors.

- Lead the development of SCORE's annual Impact Report.
- Maintain an understanding of all current grants and deliverables in order to effectively collaborate with programmatic teams to ensure progress on key priorities in partnership with the Director of Impact.
- Manage and track contributions from donors, including sending pledge reminders and acknowledgement letters.
- Manage an updated database of former, current, and prospective donor priorities and contact information.
- Serve as the primary point of contact for the day-to-day operations of strategic investments – including fiscal sponsorship projects and sub-grants – providing strategic guidance and support to partner organizations.
- Develop and update policies, processes, and templates for strategic investments.
- Develop sub-grant agreements and vendor contracts.
- Monitor the progress of strategic investments, including reviewing project deliverables and potential shifts in the work.
- Oversee strategic investment reporting.
- In partnership with the Staff Accountant, review and process invoices on behalf of fiscal sponsorship partners and make purchases as needed.
- Maintain a database of all strategic investment documents.
- Support the Director of Impact to develop and monitor Key Performance Indicators (KPIs) aligned with SCORE's strategy across all of the organization's initiatives.

CANDIDATE REQUIREMENTS

Candidates must have a bachelor's degree and demonstrated success in nonprofit grant writing, grant and/or contract management, program evaluation, or a related field. Candidates are also expected to:

- Focus on day-to-day implementation while being attentive to longer-term outcomes and impact.
- Be an excellent writer with the ability to convey complex concepts in compelling ways.
- Be organized, detail-oriented, and committed to excellence.
- Be a strategic thinker with a high tolerance for ambiguity.
- Understand nonprofit donor engagement.
- Navigate and understand financial documents.
- Be trustworthy and committed to confidentiality.
- Foster strong, collaborative relationships with others.
- Manage multiple tasks simultaneously and prioritize well in a fast-paced, rapid-growth, high-intensity, and intellectually demanding environment.
- Problem solve in the moment and proactively consult with other team members as appropriate.
- Share the SCORE core values of collaboration, excellence, optimism, innovation, and courage.

Flexibility, teamwork, and high standards are essential for success in this position. The Grant Partnerships Manager will work from SCORE's offices in Nashville.

COMPENSATION

Compensation will be competitive based on the candidate's previous experience and credentials.

TO APPLY

To apply, please send a resume and cover letter to SCORE's Director of Impact, Lauren Baer, at lauren@tnscore.org. Application materials should be **submitted by July 8**. If you have any questions about the position, please contact us at the above email address or by phone at 615-727-1545.