

Grants Manager The Right Question Institute

About the Right Question Institute

The Right Question Institute (RQI) is a unique and dynamic nonprofit organization that builds the capacity of individuals and communities to ask questions and participate in decisions that affect them.

RQI's methods help people — especially those furthest from power — build skills for learning, engaging, and taking action. For more than 30 years, RQI's innovative work has been used by educators, legal aid practitioners, health care providers, public agencies, social services organizations, and many others to help strengthen people's sense of agency, confidence, and power — contributing to a more just and equitable democracy.

By fostering a culture of question-asking and inquiry, RQI helps build a world where people have the skills and confidence to navigate complex systems, find the information they need, make their voices heard, and take democratic action. In school settings, educators from more than 160 countries use RQI's teaching methods to bring the essential skill of question formulation to millions of students — building lifelong skills for learning, critical thinking, and participating in a robust democracy.

To advance its mission, RQI develops simple yet powerful tools and strategies and supports frontline workers and organizations in a range of fields.

Located in Cambridge, Massachusetts, RQI has an annual budget of \$1.4 million and a staff of 11. RQI values its intentional and thoughtful organizational culture, which is characterized by collaboration, inclusivity, openness, mutual respect, and a shared commitment to learning and continuous improvement. We strive to create a diverse, equitable, and inclusive workplace.

Position Summary

The Grants Manager role is a new position at RQI and will be responsible for the growth and management of a new organization-wide grants program.

Over its 30-plus year history, RQI has secured several significant, multi-year grants, including from the Library of Congress, the National Science Foundation, and other institutions. However, in terms of annual revenue, the organization is not fully realizing the potential of grant funding to advance its mission. In addition to funding, well aligned partnerships with foundations can provide new avenues for RQI to deepen its impact. Growing a more systematic approach to grant acquisition and management is a strategic priority for the organization. The Grants Manager will help drive that process.

As an organization that works in the landscape of education, legal empowerment, and democratic engagement, we believe there is significant alignment between foundation giving priorities and what we offer. We are seeking a Grants Manager to help identify grant opportunities that advance our mission, prepare competitive grant applications, and shepherd grants from proposal to final grant reporting.

This is a meaningful opportunity to help RQI expand and deepen its impact. The person in this role will be a key member of the development team, working closely with colleagues to build and shape this new grants program. In doing so, they will contribute to a world where people have the power, confidence, and skills to address some of society's most pressing challenges.

The Grants Manager will work collaboratively across multiple programs, demonstrating a deep understanding of programmatic content and impact. The ideal candidate will be experienced in managing successful grant applications and will possess strong network-building skills to establish and sustain relationships with foundation program officers. The Grants Manager should have outstanding organizational skills and excellent budgeting and monitoring skills.

Responsibilities:

1. Develop, grow, and sustain a grants program at RQI:

- Identify funding opportunities with foundations, governmental agencies, corporate, and community-based funding organizations to meet financial and operational goals of RQI.
- Cultivate and manage relationships with foundations and funder stakeholders through targeted and strategic outreach and stewardship.
- Work with RQI program staff in identifying projects eligible for grant funding and how to develop project and program work plans that are grant ready.
- Analyze grant funding trends to identify growing programs and opportunities for increased funding; develop strong, expanding pipelines of foundations for RQI programs.
- Create and maintain a grants development calendar.

2. Responsible for submission of all grant applications and grant reports:

- Develop grant opportunities and proposals in collaboration with RQI program staff.
- Prepare and submit grant applications and grant reports in accordance with funder requirements and deadlines, ensuring quality, integrity, and timeliness throughout the process.
- Work with RQI grant writer on writing grant proposals, letters of interest/inquiry, concept papers, and related materials for proposal submissions that align with funder interests.
- Manage progress of all grant-funded programs and broker communication between funders and RQI program staff; consult with funder program officers as needed.

3. Monitor, evaluation, and record keeping:

- Provide guidance to RQI staff on necessary and/or useful evaluation strategies to grow reporting capacity and improve outcomes-based proposal writing.
- Inform staff of the requirements of grant contracts and assist in advising on how best to navigate any necessary changes with funders.
- Maintain records and files related to past, present, and prospective grant engagements, including proposal information, contracts, paperwork, and key documentation.

4. Financials and budgets:

- Prepare program and project budgets in collaboration with program staff.
- Track and monitor annual grant revenue goals to provide financial updates and recommendations for annual budget development.

Skills and Qualifications:

- Bachelor's degree or equivalent required
- Minimum five years' experience in a nonprofit or foundation environment
- Minimum three years' experience in grants administration/management; CGMS credential a plus
- Excellent communication and interpersonal skills; superlative writing and editing skills
- Ability to prioritize work, meet deadlines, and produce quality results on time
- Experience with developing and monitoring budgets and financial reporting
- Ability to work collaboratively yet also work independently with little direct supervision
- Proficiency with office applications and online collaboration tools, such as Microsoft Suite, Google suite, Zoom, Adobe, DocuSign, Dropbox, etc
- Commitment to RQI's culture of collaboration, inclusivity, openness, and mutual respect; and to diversity, equity, and inclusion

Salary range: \$65,000 - \$80,000, commensurate with experience

Reports to: Executive Director

Location: Fully remote, with expected travel to Boston 2-4 times per year

To Apply

Please submit a one-page cover letter and your CV/resume to jobs2@rightquestion.org. In your cover letter, tell us what qualifies you for this position and why you're the right person to fill this role.

Deadline

Applications will be reviewed and applicants interviewed on a rolling basis, with final application deadline of April 14, 2023.

Start date: July 2023

The Right Question Institute is an equal opportunity employer. We are strongly committed to hiring a diverse staff and encourage applications from traditionally underrepresented backgrounds.