



Fundraising Administrator

The Organization:

The Parent Institute for Quality Education (PIQE) is a 501(c) (3) community-based non-profit that provides families with the knowledge and skills essential to partner with schools and communities to ensure their children's full potential. A trusted partner since 1987, PIQE offers parents a variety of hands-on workshops and ongoing supports in 16 languages serving 18,000 families annually across California. As an organization with diversified funding sources and a commitment to data-driven social change, PIQE is uniquely situated to enable states and school districts to maximize new educational delivery models. PIQE engages families directly in evidence-based parent workshops and through systems-changing policy and advocacy work. Direct service and policy are mutually reinforcing—placing PIQE at the table with unique funding opportunities to create both individual parent and systems change.

The Position:

In pursuit of the mission of PIQE, the Fundraising Administrator will further the vision and strategic capacities necessary for the success of PIQE's Development efforts. The purpose of the position is to work as part of the fundraising team in overall grant development and fundraising efforts.

Appointment and Accountability:

The Fundraising Administrator will directly report to the Grant Manager and President and CEO as needed.

Primary responsibilities:

- Maintain and manage PIQE's funder portfolio comprised of foundations, corporations and public funders
- Assists in coordinating grant planning meetings among CEO, Fundraising Department and Senior and/or Regional Leadership to determine funding priorities
- Consult regularly with other departments to obtain the latest updates, statistics and narratives to create the most compelling information for funder solicitations and reports
- Coordinate with Accounting Manager to ensure consistent and accurate financial information is provided in proposals
- Manage the grant submission process, including collection and synthesis of data, completion of proposals, tracking, reporting and corresponding with foundation and corporate donors
- Write high-quality grant proposal narratives, applications and supporting documents
- Develop and maintain an annual schedule of proposals and reports, tracking outcomes and updating the calendar on an ongoing basis
- Research and identify new grant prospects to build and manage a pipeline of prospective funders

Qualifications:

The following are required for appointment as the Fundraiser Administrator:

- Awareness and understanding of factors supporting and affecting the success of under-resourced, first-generation, students of color required
- Experience working in diverse and low-income communities
- A bachelor's degree in a relevant field
- 3 years+ experience in the non-profit sector or a relevant field
- 2 years+ experience in fundraising
- In-depth experience researching and writing local, state and national foundation, corporate and government grants
- Outstanding grammar and research skills are essential
- Ability to organize and complete multiple tasks simultaneously with close attention to detail and prioritization to meet deadlines
- Bilingual Spanish/English language skills extremely desirable
- Familiarity with reviewing financial information and/or reports
- Proficiency in Microsoft Office
- Experience with donor software is required
- Openness to shifting job responsibilities, as needed or assigned.
- Flexibility as needed for some evening and weekend hours

This is a full-time, remote position. Salary \$50,000 commensurate with education, qualifications, experience, and the organization's fiscal resources. This position is eligible to receive paid benefits, including medical, dental, and vision. Additionally, the selected candidate will qualify for paid time off, paid sick leave, twelve paid holidays, professional training, and a rewarding and professional work environment.

To Apply: Email your (1) Cover Letter, (2) Resume, and (3) Three references to development@piqe.org. Applications will be accepted until the position is filled. Ideally, the start date would be in June 2021.

PIQE provides equal employment opportunities to all employees and applicants without regard to race, color, religion, national origin, ancestry, gender, sex, gender identity or expression, age, medical condition, sexual orientation, marital status, citizenship, pregnancy, physical or mental disability, genetic information, veteran status, military status, caregiver status or any other characteristic protected by federal, state or local laws.