

HARRIS RAND LUSK

260 Madison Avenue New York, NY 10016
(212) 867-5577 harrisrand.com

Joe Torre Safe At Home Foundation Director of Grants and Foundation Relations Job Description

Background:

Founded in 2002 by Ali and Joe Torre, the Joe Torre Safe at Home Foundation (SAH) helps children impacted by violence and abuse by providing intervention and prevention services within schools to help children learn coping skills, build resilience, discover their voices, and find hope and healing. SAH focuses on children and youth between the ages of 6 and 18 who have been exposed to domestic violence, child abuse, teen dating abuse, and sexual assault. SAH's mission is to educate children, families, and communities to be the changemakers who build a safer, braver world together.

With offices in New York City and Los Angeles, SAH delivers clinical intervention services and comprehensive programming that includes violence prevention education programming, training, and consultation for teachers and school staff, as well as workshops and awareness programming for parents/caregivers. With an annual operating budget of over \$7 million, SAH operates 20 sites in California, New Jersey, New York, Ohio, and two in locations in Tahiti with 9 additional school sites to open by Fall of '24.

Position:

Reporting to the CEO, the Director of Grants and Foundation Relations will provide strategic and creative direction on all foundation development grant efforts, including identification and qualification of new prospects, the maintenance and cultivation of relationships with current donors, and oversight of all written proposals, reports, and communications. The Director of Grants and Foundation Relations will collaborate with the development team, programming staff, and executive team to manage and expand upon Safe at Home's grants portfolio.

The ideal candidate will be naturally inquisitive, demonstrate innovation and fluidity in approach and process, and possess excellent communication and interpersonal skills. They will be detail-oriented and adept at managing multiple priorities, ensuring that deadlines are tracked and consistently met. They will work to research funding prospects, develop new avenues of support, and steward relationships with current and potential funders. A passion for the mission of the Joe Torre Safe at Home Foundation is essential.

Position Responsibilities:

- Strategically collaborate with the CEO, COO, development team, and key program stakeholders to lead and manage foundation grant efforts.
- Support and partner with the development team and foundation colleagues as well as board members on all foundation development initiatives.
- Act as a liaison with field and program staff to prepare and write proposals and reports and to present them in the most compelling manner.

- Work as a collaborative leader in support of ongoing Foundation communication efforts across multiple channels to raise awareness and foster engagement in our growing constituency.
- Effectively engage with current and prospective donors.
- Manage overall grant submissions including researching and identifying funding opportunities, writing grant proposals, and tracking grant submissions.
- Directly manage application process timelines to ensure the on-time completion and submission of successful, high-quality applications.
- Work closely with the COO to track grant deliverables, ensure that all award requirements for proposals and projects are fully addressed, and ensure compliance with grant regulations.
- Oversee tracking and on-time submission of progress reports.
- Prepare and monitor budgets and compile expenditure reports in partnership with the COO and relevant staff.
- Partner with the COO as it relates to project requirements and modification requests and communicate with donors as needed.
- Keep up to date on fundraising trends and strategies as well as the needs of community stakeholders and funders to build partnerships and identify opportunities.

Qualifications:

- Bachelor's Degree.
- Minimum of three to five years grant management experience, including project management of proposals, surfacing of potential prospects for application, and coordinating fulfillment of reporting requirements. Looking for additional experience grant writing and prospecting as well
- Relevant professional experience in a nonprofit organization with demonstrated success in securing large, multi-year institutional funding.
- Flexible and adaptable style with the ability to work independently and as a team player, to take initiative, and to manage multiple tasks and projects.
- Ability to prioritize with an analytical, organized, and detail-oriented approach to both fundraising strategy and grants management.
- Excellent writing skills for a non-profit constituency.
- Excellent listening and communication skills; ability to engage a wide range of colleagues and build long-term relationships built on collaboration.
- Strong follow-through with the proven ability to set and meet deadlines and benchmarks.
- A passion for Safe at Home's mission.

Salary & Benefits:

The Joe Torre Safe at Home Foundation offers a salary range of \$85-105K for this position, with compensation based on level of experience.

Benefit package includes 401K with company match (6%), group insurance (Medical/Dental/Life), paid Vacation, Sick, and Personal Time Off, observance of major holidays, and other benefits.

The Joe Torre Safe at Home Foundation provides equal opportunity in employment for all qualified persons and prohibits discrimination in employment on the basis of race, color, creed,

national origin, ethnicity, ancestry, religion, age, sex, sexual orientation, gender identity and expression, marital status, partnership status, disability, genetic information, alienage, citizenship, military or veteran status, status as a victim of domestic violence/stalking/sex offenses, and unemployment status.

This position is subject to a background check for any convictions directly related to its duties and responsibilities. Only job-related convictions will be considered and will not automatically disqualify the candidates.

For more information about the Joe Torre Safe at Home Foundation, please visit their website at: <https://joetorre.org>

To Apply:

The Joe Torre Safe at Home Foundation has retained the services of Harris Rand Lusk to conduct this search. Inquiries, nominations, and applications may be directed in confidence to:

Jack Lusk, Managing Partner & CEO

Sabrina Stoker, Senior Director

Harris Rand Lusk

260 Madison Avenue, 15th floor

New York, NY 10016

Email your resume and cover letter to Sabrina Stoker at: sstoker@harrisrand.com

Please put "SAH – Director of Grants and Foundation Relations" in the subject line of your emailed application.