



## **Director – Education Grantmaking**

### **About Great Lakes**

Great Lakes Higher Education Guaranty Corporation (Great Lakes) was established 51 years ago as a nonprofit group focused on helping students nationwide prepare for and succeed in college and student loan repayment. Our philanthropy focuses on students from low-income households, students of color, and students who are the first in their families to attend college. These students have the most to gain from higher education, be it a degree or certificate, yet they have the least support in getting there. To change that, we fund programs that help more students see college as a real possibility, and help them at each crucial step along the way. Great Lakes has invested nearly \$260 million toward this goal since 2006.

### **Position Overview**

Under the direction of the Vice President – Community Investments, this position will be the driving force in designing, managing and evaluating \$100 million in grants awarded annually by Great Lakes Higher Education Guaranty Corporation (Great Lakes) in support of its philanthropic mission of helping traditionally underserved students overcome the academic, financial and social obstacles that can derail a postsecondary education. This role is a key strategic advisor to Great Lakes senior management and Board of Directors.

### **Position Responsibilities**

- Assist in the development and implementation of a focused philanthropic strategy designed to bring to scale proven approaches aimed at catalyzing changes on institutional and system levels -- prioritizing rigorous research and evaluation of funded programs and activities.
- Lead a highly diverse Education Grantmaking staff in the development of strong proposals that build upon evidence-based best practices and demonstrate best practices in corporate giving. Coordinate the preparation of funding proposals for consideration by the Board of Directors.
- Oversee the solicitation, review and evaluation of all funding requests/research applications received from external parties.
- Monitor, evaluate and report on the outcomes and impact of each grant developed or funded by Great Lakes. Assist the Program Managers in providing coaching/mentoring to support the success of not only the funded initiative, but of the grantee.

- Utilize Great Lakes' grant management software to ensure effective and efficient grant disbursements, rescissions, returns and Board of Directors reporting processes.
- Maintain fluency in the key issues and priorities facing the larger philanthropic community, with emphasis on education grantmaking.
- Cultivate and maintain productive relationships with local, regional and national postsecondary education funders. Seek opportunities to partner/align Great Lakes' efforts with other like-minded funders.
- Develop positive connections to community-based organizations, school districts, legislators, higher education institutions and systems, student success service providers and other entities invested in increasing postsecondary success for underrepresented students.
- Direct and coordinate the human resource management function for the Education Grantmaking staff. Ensure that all hiring, training, performance appraisals, promotions, and related personnel actions are handled in a fair and consistent manner. Conduct performance appraisals for subordinate staff.
- Ensure compliance with corporate and departmental policies and procedures.
- In collaboration with the Director-Strategic Communications, support the development and dissemination of communications for internal and external stakeholders, including the [Great Lakes Education Philanthropy](#) website.
- Review the financial statements for the Education Grantmaking department on a monthly basis to ensure costs charged to each departmental line item are appropriate. Manage expenses to meet the annual budgeted.
- Prepare the annual budget for the Education Grantmaking department.

### **Experience Requirements**

- Knowledge equivalent to a Bachelor's Degree in counseling, education, business, or a related field.
- Minimum of seven to ten progressive years in grantmaking, understanding of best practices to increase postsecondary certificate/degree attainment rates for underrepresented students and supervision of grantmaking staff or similar professional endeavors.

## **Knowledge and Skills Required for Position**

- Deep understanding of the challenges faced by underrepresented students in reaching postsecondary educational goals that matter most to them.
- Familiarity with the workings of colleges and university systems that support underrepresented students.
- Thorough knowledge of evidence-based best practices undertaken in the field to address challenges and barriers at both the system/institution level and the student level.
- Experience with grantmaking in the postsecondary education space, including grantee oversight.
- Excellent organizational, problem solving and coordination skills.
- Ability to lead a diverse team of grantmaking and grants management staff.
- Critical thinker, able to perform analysis including recognizing patterns and drawing inferences.
- Ability to work under pressure to meet critical deadlines yet remain flexible in responding to changing requirements.
- Excellent oral and written communication skills.
- Effective interpersonal skills exemplified by initiative, courtesy, diplomacy, positive attitude, professionalism and appropriate business ethics.

## **Compensation and Benefits**

Includes a competitive base salary and an excellent package of health, retirement savings and other benefits. Relocation benefits available.

## **To Apply**

Qualified candidates should visit: [careers.mygreatlakes.org](https://careers.mygreatlakes.org)